



THE ELMS
EST 1614

Job Title: Cleaner
Responsible to: Director of Finance and Operations
Location: The Elms, Colwall

General Purpose:

To maintain the school premises to an excellent standard of cleanliness.

Assisting in completing a planned cleaning program and providing resources for various events.

To generally assist with the security, safety and upkeep of the school by reporting faults, closing doors, closing windows and turning off lights.

Key Tasks and Responsibilities:

1. Ensuring that the planned cleaning program is completed accordingly.
2. Using cleaning expertise to deep clean food tech, art and design tech areas, as well as other rooms.
3. Stripping and polishing floorings, cleaning carpets and upholstery.
4. Undertaking safe high level cleaning tasks such as lights and light fittings.
5. Ensuring schools are cleaned after capital projects have taken place.
6. Carry out the cleaning of the school areas as allocated and instructed by the DFO.
7. To use the cleaning materials provided correctly and economically.
8. To operate cleaning machinery in cleaning soft and hard surfaces e.g., vacuum cleaners and polishers.
9. Working on a shift pattern that can occasionally cover weekends, with days off in lieu.
10. Assist in ensuring that pre and post cleans for school events are completed.
11. Deep cleaning school facilities including furniture, floorings and some high level areas.
12. To maintain confidentiality in respect of school related matters and to prevent disclosure of confidential and sensitive information.
13. To comply with the policies and procedures laid down at all times, particularly in relation to Health and Safety.
14. To facilitate the provision of a safe and clean environment supporting the learning of students at the Elms;
15. To provide timely reactive cleaning to ensure, and dealing with cleaning requests that come in throughout the day;
16. To make sure toilets are clean and replenished;
17. To assist with the ordering of stock, and taking in deliveries;

18. Ensure that areas booked for internal and external events are cleaned and prepared;
19. Lock up designated area at the end of each shift.

Duties to include the following:

- Vacuum cleaning of hard and soft floors.
- Spot cleaning of spillages.
- Wiping furniture, ledges, pipes, paintwork, doors and cleaning glazing internally.
- Polishing woodwork and metalwork as required.
- Emptying and cleaning of waste and recycling bins.
- Cleaning toilets including sanitary fittings and surrounds.
- Mopping, machine scrubbing and cleaning hard floor surfaces.
- Cleaning staff restrooms and utility areas.
- Collection and movement of cleaning materials on site.
- Replenishing supplies in toilets, laboratories etc.
- Disposal of general rubbish from areas of the school.
- Segregation of recycling waste as appropriate.
- Closing windows and doors once areas have been cleaned.
- Switching off unwanted lights and electrical appliances.
- Reporting defects or hazards to the DFO
- Such other duties as may be allocated from time to time

Working Conditions:

Working hours:

Monday – Friday

5.30pm – 8pm

Term time + 3 weeks

Holidays:

Holiday pay is incorporated into the enhanced hourly rate of pay.

Remuneration:

Dependant on experience.

Medical:

All employees of The Elms are required to complete a medical questionnaire and declaration on commencing employment with the school. The school reserves the right to carry out further investigations into your medical condition depending on the answers provided.

DBS Screening:

Employees of The Elms will need to undergo an enhanced DBS. The outcome of this screening may have an effect on the employment of that person.

Safeguarding:

The postholder will be required to undertake Safeguarding children training.

References:

Employment is subject to the receipt of two satisfactory references, one of which must be the present or most recent employer. Ideally, references should be obtained before interview in accordance with safer recruiting procedures.

Job Specification

Competencies	Essential	Desirable
An enthusiastic motivated outlook to work with the ability to deal with children and young people in a confident and friendly manner.	X	
Reliable and trustworthy.	X	
Co-operative, friendly and flexible attitude to all school staff, visitors and pupils with a 'can do' attitude and positive outlook	X	
A willingness to undertake an additional training needed to perform the role	X	
Knowledge and Experience		
Cleaning experience		X
Education		
Clean Driving License	X	

The postholders should be aware that the above job description and specification is not exhaustive. The post holder should be willing to partake in all activities that positively contribute to the life of the school. Any changes to the above job description will be done in a timely manner and in combination with the post holder.