

JOB DESCRIPTION

Post Title:	Lead School Cleaner
Salary/Grade:	LGSS Scale D3, £22,737 (FTE) (£11.79 per hour)
Employed by:	Northampton Free School Trust
Line Manager:	Site Manager
Working Time:	3-8.30pm, Monday to Friday – 27.5 hours per week, 40 weeks per annum. (Term time plus teacher training days and an agreed 5 days for deep cleaning)

Role Summary: The Lead School Cleaner will manage a small team of cleaners and support the Site team to meet the needs of the school and the day-to-day cleanliness, safety and security of the school site. The post holder is responsible for managing a team of cleaners and ensuring that the school is clean, well-maintained, safe and a secure site for all users. The Lead School Cleaner will ensure high standards of cleanliness and effective use of resources to enhance the learning environment for learners and staff.

- 1. Main Responsibilities**

 - To support the Site team, Governors and the Principal in the cleanliness, security and health and safety of the school site in order to protect and safeguard the school community.
 - To adhere to the school's health and safety policy to ensure that a safe environment for learning is developed and the learners' wellbeing is an essential part of the running of the school.
 - To work with the Site Team to manage and maintain the premises cleanliness so that as a resource it most effectively supports the educational needs of the staff and learners.
 - To manage the day to day of the cleaning team. Stepping in/arranging cover/making plans for absence.
 - To support team training and development including the completion of 1:1 coaching/appraisals.
 - To carry out cleaning tasks on a rota basis to ensure a clean and safe site while maintaining high and consistent standards. To lead on deep cleans.
 - To hold regular meetings with the team to discuss any updates.
 - To maintain any equipment needs, report cleaning supplies requirements and stock levels to the site team placing orders when required..
 - To assist in keeping accurate records for COSHH and other safety checks.
 - To ensure site security at all times, including lock-up at the end of the day.
- 2. Administration**

 - To carry out efficiently the various necessary administrative functions including school requirements in relation to the proper and accurate keeping of records.
- 3. Appraisal**

 - To play a part, as required, in the school's appraisal programme, both as appraisee and, where appropriate, as appraiser of other colleagues.
- 4. Health and Safety**

 - To ensure that practice is, in all respects consistent with the requirements of Wootton Park School's Health and Safety Policy as well as with any subject specific health and safety guidelines.
- 5. Safeguarding**

 - To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school.
 - The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Principal (in consultation with the post holder) to reflect the changing work composition of the business.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Principal

Person Specification

The successful candidate is likely to be able to demonstrate the following:

Requirements	Essential	Desirable	Measured by Application form (A) or Interview (I)
Education / Qualifications:			
General level of literacy and numeracy skills	E		A
Professional knowledge, skills and competences:			
Good written and non-verbal communication skills	E		A
Good at scheduling work loads	E		I
Experience:			
Working effectively in an education environment		D	A/I
Experience of undertaking a range of cleaning duties		D	A/I
Experience of managing a team		E	A/I
Site security		D	A
Philosophy and commitment:			
Commitment to high standards, best value and continuous improvement	E		I
A 'can-do' approach and positive attitude to innovation and change	E		I
Personal qualities:			
Attention to detail	E		I
Team player and ability to work on own	E		I
Enthusiasm	E		I
Initiative and self-motivation	E		I
Flexibility, creativity and ability to think laterally	E		I
Stamina and a capacity for hard work	E		I
Ability to be reflective and self-critical	E		I