

Job Description

Job Title: Cleaning staff

Reporting to: Cleaning Manager

Grade:

Job purpose:

To undertake, normally as part of a team, the cleaning of designated areas within the school. To ensure that standards are such that they meet the requirements of the cleaning schedule.

Duties

- Cleaning classrooms, craft rooms, toilet areas, corridors, offices and other areas within the school
- This would involve sweeping, mopping or vacuuming floor areas
- Use of electrical cleaning equipment where appropriate
- Polishing and dusting of fixtures and fittings
- Emptying of litter bins
- Cleaning of toilets, wash hand basins showers and changing facilities
- Periodic cleaning could also involve the stripping and re-polishing of hard floors and the cleaning of carpets
- Ensuring waste is disposed of in accordance with
- Any other duties that would reasonably be expected of the post holder.

The duties undertaken are likely to vary between term time and school holiday time and you may be required to work in any part of the building.

Protective clothing will be provided by school and must be worn whilst on duty. Staff are responsible for wearing low heeled, non-slip, fully enclosed footwear which will protect their feet whilst on duty (no sandals) Safety shoes will be provided.

Support to the School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all. Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

PERSON SPECIFICATION

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| Essential Criteria | |
| Qualifications / Training <ul style="list-style-type: none"> • Good numeracy and literacy skills. | Application / Interview |
| Knowledge / Skills / Experience <ul style="list-style-type: none"> • Knowledge of health, safety and hygiene procedures and precautions. • Awareness of COSHH regulations although full training will be given. • Demonstrate and assist in safe and effective use of materials and equipment. • Ability to work constructively and flexibly as part of a team. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. | Application / Interview |
| Behavioural Attributes <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach, which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Demonstrates a “can-do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change / embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges others. • Is committed to the continuous development of self and others, by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. | Application / Interview |