

## **JOB DESCRIPTION**

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<b>School: St Hilda's CE High School</b>	<b>Job title: Cleaner</b>
<b>Report to: Cleaning Supervisor</b>	<b>Salary range: NJC Scale 1 SCP 10</b>

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually as part of the Performance Management Review.

Areas of responsibility and key tasks:

<b>Job Purpose</b>
To be responsible for the general cleaning of the premises in accordance with the cleaning specification, under the direction of the Cleaning Supervisor, or other nominated person.

<b>Main duties and responsibilities</b>
<ul style="list-style-type: none"><li>• Undertake individually or as part of the team, the cleaning of designated areas to ensure they are kept in a clean and hygienic condition. Duties will include: Cleaning, washing, mopping, sweeping, vacuum cleaning, emptying litter bins, polishing, and dusting of designated areas, which include toilet and associated facilities, fixtures and fittings, using where appropriate the necessary power equipment.</li><li>• To replenish consumables (toilet rolls, tissue paper, paper towels etc.) as part of the cleaning operation.</li><li>• To maintain and be responsible for the safe use and storage of all cleaning materials and equipment used in the course of his/her duties.</li><li>• To ensure that school users, members of the public and visitors to the school etc. or any such persons are informed of any situation or circumstances that may affect their health and safety while cleaning operations take place. The required Personal Protection Equipment (PPE) must be worn at all times</li><li>• To undertake relevant training where appropriate.</li><li>• To ensure that statutory requirements, codes of practice and procedures relating to the Health and Safety at Work and any other relevant enhancements are met in full.</li><li>• To provide cleaning cover for absent colleagues, at no extra cost, for up to five working days, after which time alternative arrangements will be made, should they be necessary</li><li>• To be available for school cleaning in the event of an emergency (e.g. flooding etc) if and when required.</li><li>• To support the Head Teacher in promoting the Christian ethos of the school.</li></ul>

- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- Contribute to the corporate life of the school through effective participation in meetings
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's Health and Safety Policy
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures. Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the school.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the school, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

**PERSON SPECIFICATION**

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<b>Reports to: Cleaning Supervisor</b>	<b>Salary range: Salary range: NJC Scale 1 SCP 10</b>

<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications and Experience</b>	<p>No specific educational qualifications are required.</p> <p>Experience of general cleaning working to deadlines and flexibly</p>	<p>Qualification in COSHH</p> <p>First aid qualification</p> <p>Other related qualification</p>
<b>Knowledge</b> (Knowledge, abilities, skills, experience)	<p>Knowledge of Health and Safety issues (General) and Control of Substances Hazardous To Health (COSHH).</p> <p>Able to undertake a range of manual cleaning activities.</p> <p>Ability to maintain high standards of cleanliness in accordance with specified rotas.</p>	<p>Experience working within a school environment.</p>
<b>Personal Qualities</b>	<p>Communicate effectively with both staff and students.</p> <p>Ability to cope with periods of high demand and prioritise workload accordingly, meeting all deadlines.</p> <p>Work flexibly and share in workloads, particularly during periods of high demand.</p> <p>Hold positive values and attitudes and adopt high standards of professional behavior.</p> <p>Enthusiastic and positive.</p> <p>Have a commitment to collaboration and co-operative working where</p>	

	<p>appropriate.</p> <p>Ability to work flexible hours on occasions.</p> <p>Willing to undertake training courses that are relevant to the duties of the post or are required for Health and Safety reasons.</p> <p>Willing to wear the prescribed personal protection equipment</p> <p>Able to support the Christian ethos of the school</p> <p>St Hilda's CE High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p>	
<b>Other</b>	<p>The post holder will be required to have a satisfactory enhanced DBS check.</p> <p>Other safeguarding checks will also be carried out and must be satisfactory including references and right to work in the UK.</p>	