

Bettridge School

Job Description



Post Cleaner

Grade Grade 1 (Point 2)

Special Conditions

- 12½ hrs per week, Monday – Friday
- Cleaning posts are for 39 weeks of the year (term time) plus 3 weeks holiday cleaning
- Term time hours are 2½ hours per day, after the school day has finished
- Holiday cleaning hours are carried out during the day within the school holiday periods. This is made up of 12½ hours over the February/October half term, 12½ hours during the Easter holiday and 12½ hours during the last 2 weeks of the Summer holidays where the working hours are by arrangement with the Site Manager, who is your immediate Line Manager.

Relationships

The post holder is responsible to the Site Manager

Principal Contacts

Head teacher, Business Manager, Site Manager and School Staff.

Purpose:

Under the direction of the Site Manager, cleaners are responsible for a wide range of cleaning duties and responsibilities, which include ensuring that areas of work allocated are cleaned to the required high standard/specification. In the absence of the Site Manager, cleaners are under the direction of the school Business Manager and Site Assistant.

Cleaners need to have the ability to respond flexibly to changes in routine to support the requirements of the school.

The school caters for children of all ages with a wide range of special needs and it is expected that all staff will interact appropriately and sensitively with pupils and colleagues.

Main Duties and Responsibilities:

- Thoroughly cleaning areas to the required specification, as directed, using correct techniques and cleaning equipment. Areas to include, but not limited to, washing of floors, walls, hard surfaces, etc. sweeping; vacuum cleaning; polishing and dusting of designated areas; toilets, showers and hygiene rooms; fixtures and fittings; internal glass.
- Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or pupils.
- Locking and unlocking windows and doors as directed.
- Cleaning of the swimming pool staff and girls/boys changing rooms to ensure that a high standard is met (normally allocated to the cleaner responsible for that area).
- Undertaking training in use of methods, materials and equipment, as instigated by the Site Manager.
- Working safely using correct warning signs, protective clothing and safety equipment, being mindful of hazards to other staff and pupils. Compliance with the Health & Safety practices of the site.
- Replenishing supplies of toiletries, plastic bags etc., as directed.
- Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemicals are securely stored away when not in use.
- Emptying vacuum cleaners and buffer vacuum bags at the end of each session. Cleaning and checking all equipment used after use, checking cables for wear and tear and storing away in a suitable safe area. Notifying the Site Manager of any faults found.
- Ensure mops, cloths etc., are washed and left to dry as appropriate at the end of each session.
- Reporting immediately to the Site Manager/School Business Manager any defective electrical sockets, lighting, fittings and fixtures, vandalism, etc., in your cleaning area.
- Ensuring the Site Manager is aware of low stock levels of materials and equipment for which you are responsible.
- Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition.
- Any other related duties, as directed by the Site Manager.

Customer Care:

- To treat pupils, parents, staff and visitors with care, consideration and courtesy in accordance with the schools ethos and values.

- To present high standards of personal appearance in accordance with the schools ethos and values.
- To promote a favourable image of Bettridge School to all building users.

General:

- Cleaners will be required to use stepladders and /or “kick along” steps to facilitate the cleaning of internal wall surfaces, high level areas and internal glazing.
- Covering on a rota basis for absent colleagues when required, which may involve some change in the area you are working in.
- Cleaning duties will vary between term time and holiday periods. They should be carried out according to the work schedules provided.

This job description is not necessarily a comprehensive definition of the post and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as the Site Manager may require. It may be reviewed annually or earlier, if necessary, and may be subject to modification or amendment after consultation with the post holder.

Cleaner – Person Specification

Essential requirements:

- The ability to work effectively independently
- Willingness and ability to liaise and communicate effectively with colleagues
- Experience of working as part of a team and willingness to do so
- Commitment to supporting the schools aims and objectives
- Must enjoy working as part of a team, be adaptable and supportive of colleagues and be able to work independently
- Willingness to undertake necessary training
- Enhanced DBS

Desirable qualities and skills:

- To have cleaning experience
- Have high standards of work
- Be willing to undertake a variety of duties when necessary

Personal Attributes:

- Have good interpersonal skills and the ability to build and form good relationships with pupils, colleagues and other professionals
- Have a good work ethic
- Effective in working within busy, demanding environments with conflicting demands
- Evidence of excellent attendance and punctuality record
- Be trustworthy, dependable and honest
- Be physically fit and healthy
- Have a high standard of professional pride
- Maintain confidentiality
- Have a good sense of humour

Manager's Signature	
Post Holder's Signature	
Date	