

## Job Description **Cleaner**

Start Date:	February 2025
Responsible to:	Site Manager
Location:	Heathlands Primary Academy and Pre-School
Grade:	Grade 2, SCP 2-4 (£12.26- £12.65)
Hours of work:	15 Hours per week
Contract type:	Permanent
Disclosure Level:	Enhanced Disclosure & Barring Service Check

### Overall Purpose

- Carry out the cleaning of the school to an agreed standard under the direction of the Headteacher.
- Ensure the highest standards of cleanliness and general hygiene of the school premises.

### **Safeguarding**

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.*

### **Main Duties & Responsibilities**

- To carry out cleaning tasks set out in the school's cleaning schedule.
- Clean hard surfaces, floors, walls, windows, fixtures, fittings & equipment as directed using equipment provided.
- Be aware of health & safety issues around the building and work in accordance with safe practices and health & safety legislation.
- Report any faulty equipment or perceived hazards / incidents to the Site Manager
- Ensure good hygiene is maintained using separate cloths & mops for toilets, classrooms and food preparation areas
- Complete any appropriate records or documentation required.
- Maintain good working relationships with other school staff, co-operate with reasonable changes to daily working routine to assist with the smooth running of the school.
- Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility.
- Comply with all decisions and policies of the Trust, comply with any relevant statutory requirements including Equal Opportunities legislation, Health & Safety legislation and Data Protection legislation.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's and Trusts agreed procedures.

#### Contacts and Relationships

- Regular / daily contact with Site Manager and/or Senior Staff
- General contact with other school / Trust staff
- Occasional contact with pupils / parents

#### Work Environment

- Routine cleaning duties may include moving and handling of cleaning equipment, chemicals, machinery and furniture.
- The cleaning duties will be undertaken indoors on school premises, on occasions may include cleaning up of body fluids.

#### Key Contacts and relationships

- Regular contact with the Site Manager and other cleaning staff regarding cleaning duties. General contact with other school staff
- The post holder is expected to report any problems involving cleaning materials, equipment breakdown, health and safety matters or such like to the Site Manager in line with existing policy and practice.

#### Resources

- Cleaning equipment e.g. buffing machine and chemicals will be used regularly to undertake duties. Training and appropriate personal protective equipment will be provided.

#### Safeguarding Responsibilities

- Be aware of the school's Designated Safeguarding Lead.
- To support the school's policy and procedures for safeguarding children.

*Whilst every effort has been made to explain the main duties and responsibilities of the Cleaner role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by the Headteacher.*

## Person Specification **Cleaner**

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> <li>Willingness to attend school-based training</li> </ul>	
Experience:	<ul style="list-style-type: none"> <li>Previous experience not required</li> </ul>	
Professional knowledge:		<ul style="list-style-type: none"> <li>Knowledge of school's behaviour and management policy and procedures (training provided in school)</li> <li>Knowledge of school's fire and emergency procedures (training provided in school)</li> <li>Knowledge of Child Safeguarding procedures (training provided in school)</li> </ul>
Professional skills & abilities:	<ul style="list-style-type: none"> <li>Ability to work unsupervised, as well as within a team</li> <li>Ability to utilise cleaning materials safely in accordance with Health and Safety regulations</li> <li>Ability to handle confidential information with discretion</li> <li>Self-motivated</li> <li>Team player</li> <li>Satisfactory DBS clearance (will be confirmed as part of pre-employment checks)</li> </ul>	
Physical skills & abilities:	<ul style="list-style-type: none"> <li>Able to undertake the physical requirements of the role, such as moving of furniture and some lifting may be required</li> </ul>	

Whilst originally based at Heathlands Primary Academy and Pre-School, the post holder may be required to travel to other local sites, including other CLP schools.