

SUMMARY OF MAIN DUTIES / RESPONSIBILITIES



Job Title: Evening Cleaner (Scale 2)

Location: Heybridge Co-operative Academy

Job Purpose:

To provide efficient and effective cleaning support to the Academy, including ensuring that the security and general appearance of the building and surroundings are maintained in accordance with the required standards. The position holder will be a key holder and expected to lock up the building.

Main Duties / Responsibilities:

The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the post-holder.

CLEANING

Cleaners are required to undertake the following duties as directed by the Facilities Manager using the prescribed methods and frequencies in line with the requirements of the cleaning specification and safe working procedures.

- Emptying waste bins or similar receptacles, transporting waste material to designated collection points.
- Ensuring that all areas within the site are free from litter and that, externally, all drains and gullies are free flowing and clean.
- Sweeping floors with brushes or dust control mops
- Mopping floors with wet or damp mops
- Using electronically powered scrubbing / polishing / vacuuming machines to scrub, polish, spray and clean floors (after receiving proper instruction and training)
- Dusting, damp wiping, washing or polishing the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fittings
- Ensuring that adequate supplies of cleaning materials and other supplies are available and replenishing consumable items (soap, toilet rolls, paper towels) if required
- Cleaning toilets, urinals, hand basins and sinks
- Using chemical agents as directed by the Facilities Manager in the discharge of cleaning operation or maintenance procedures (after receiving proper instruction and training)
- Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.
- Window cleaning, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.
- Monitoring the standards of cleanliness of the premises and furnishings and reporting any deficiencies to the Facilities Manager
- Drawing the attention of the appropriate authorities via the Facilities Manager to any repairs or maintenance work required at the premises.

- Minor DIY, if this is within the scope and capability of the postholder.

ADMINISTRATION

1. Keep a check on cleaning stock levels and inform the Site Manager of low stock levels (eg. cleaning products)
2. Carry out routine administrative tasks required from time to time eg. checking off cleaning tasks on daily cleaning specification sheets

RESOURCES

- Operate relevant equipment safely
- Maintain tidy and organised work spaces and storage areas
- Check equipment / machinery used and ensure health and safety guidelines are adhered to
- Provide support to staff as requested and in accordance with own training / skill parameters

SECURITY AND SUPERVISION

To act as a **key holder**, carrying out security procedures for the buildings and grounds.

- Closing of the Academy on a daily basis
- Liaising with contractors and advising the Facilities Manager of their presence.

GENERAL

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.
- Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the Academy.
- The duties may be varied by the Facilities Manager to meet changed circumstances in a manner compatible with the post held

Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Certification in Cleaning / COSHH would be desirable
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid
	Literacy	Basic reading skills
	Numeracy	Ability to count
	Technology	Ability to use general cleaning products
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to follow instructions
Working with children	Behaviour Management	Understand the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information
Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate ability to resolve routine problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role