**Job Description**

|  |  |
| --- | --- |
| **Job Title** | **CLEANER** |
| **Reports to** | Caretaker |
| **Responsible for** | N/A |
| **Liaison with** | Caretaker, Classroom Teachers and Principal.  |
| **Job Purpose** | To undertake cleaning within the school according to Procedures Codes using a variety of methods including machinery and adhering to safety regulations. |
| **Duties** | * To carry out cleaning in all and any areas of the school.
* Frequency of cleaning to be undertaken as directed by Procedure Codes.
* Assisting with the locking and unlocking of school buildings and rooms.
* To carry out as necessary the replacement to roller towels, renewing supply of toilet rolls and replacement of bin liners.
* To assist as necessary with the cleaning up after break-in or vandalism at the school.
* In emergency situations to assist with the clearing of snow and ice from paths and entries.
* To undertake training in the correct use of cleaning equipment such as floor machines, Vacs, wets pick-ups and in health and safety and the use of cleaning chemicals.
* To notify the Senior Caretaker or other Senior member of staff, of any damage to buildings and equipment or of anything you see that may be dangerous to pupils and/or staff.
* All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.

Such other duties relating to the cleanliness of the school premises as may be necessary from time to time within the reasonable requirements of the Principal and Governing Body. |
| **General** | * To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy
* The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects allstaff and volunteers to share in this commitment
* The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade

 |

**PERSON SPECIFICATION**

**CLEANER**

|  |  |  |
| --- | --- | --- |
| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | No specific experience required |
| Knowledge of relevant policies and procedures | Basic knowledge of First Aid |
| Literacy | Basic reading skills |
| 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 |