

Job Description

Cleaner

School:	Great Bentley Primary School
Reports to:	Lead Cleaner
Salary/Grade:	£11.59 per hour
Hours/Weeks	12.5hrs/39wks (term time + 5 PD days)
Job Purpose:	To help maintain high standards of cleanliness throughout the building

This role is based at Great Bentley Primary School, where the Caretaker and the Cleaning Team are responsible for maintaining high standards of cleanliness throughout the building

KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

- To have responsibility for the day to day cleaning on site both internally and externally to the agreed cleaning regime.
- To operate cleaning machinery and other equipment appropriately and in a safe manner.
- To undertake major periodic cleaning activities such as internal window cleaning, scrubbing, stripping and resealing polished floors, cleaning carpets, light fittings, walls, Venetian blinds, upholstery etc.
- To ensure the school is locked and alarmed.
- Ensure that all tasks are completed in line with the company's health and safety policies and procedures to protect yourself and others.
- Monitor cleaning stock and report any requirements to your line manager.
- Be familiar with and conform to all written operating procedures associated with site.
- Reporting any building and equipment faults to your line manager.
- Maintaining site security.
- Perform other duties as assigned.
- Report any issues with the standard of cleaning throughout the site.
- To assist the estates team on site where necessary.
- To manage excellent relationships with employees and client.
- To provide excellent communication with your line manager in a timely manner.
- Maintain high standards of professional conduct and personal appearance. To work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communication at all levels within the business.

Professional Behaviour

- To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels.
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.

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- To be friendly, helpful and welcoming to parents/carers and others visiting or making contact with the Trust.
- To provide a good role model for students and staff.
- To support and uphold the aims, values and ethos of the Trust.
- To maintain an appropriate and professional distance with students in more informal situations.
- To celebrate and praise the achievements of staff and students.
- To deal with everyone in the Trust community in a manner which conveys mutual respect.
- Not to behave towards anyone in the Trust community in a manner which is aggressive, intimidating or demeaning in any way.
- Be smartly and professionally dressed.

Miscellaneous

- To continue personal development as agreed at performance review meetings.
- To engage actively in the performance review process.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To comply with the Trust's Health & Safety policy and undertake risk assessments as appropriate.
- To comply with safeguarding policies at all times.
- To show a record of excellent attendance and punctuality.
- The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.

Penrose Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.