**Honywood School**

**Westfield Drive**

**Coggeshall**

**CO6 1PZ**

**Tel: 01376 561231**

**Website: www.honywoodschool.com**

**Email: admin@honywoodschool.com**

**Job Description**

**Cleaner**

|  |  |
| --- | --- |
| **Role Purpose** | The Post Holder will provide a high quality level of cleaning, as part of a team, across the whole school. |
| **Accountable To** | Facilities Manager. In their absence, responsible to the Facilities Line Manager and/or Headteacher |
| **Responsible For** | The principal responsibility of the Cleaner is to clean designated areas efficiently and effectively, meeting Honywood’s expectations for the learning and working environments of learners, staff and their visitors, in line with Covid 19 standards.This may include, but is not limited to, undertaking other reasonable duties related to the job purpose required from time to time.  |
| **Salary/Grade** | 2-11 (2019/20 Honywood Scale) – 11 |
| **Contract** | * Fixed Term contract for 12 months
* 4 hours per day, 5 days a week based on 43 weeks per year including holiday pay
* £8,784 per annum pro rata for contract term, based on 24 years old or older
* Rate of pay dependent on the age of the successful candidate
* Option of additional days during main holidays
* Appointment subject to completing satisfactory pre-employment checks including Enhanced DBS
 |
| **Core Responsibilities**  |
| * To clean designated areas within the school premises efficiently and effectively in accordance with Honywood’s cleaning specification, ensuring a high standard of cleaning is delivered and maintained meeting our expectations for the learning environment of learners, staff and their visitors.
* To comply with Honywood’s Health & Safety Policy Guidance and associated ACOPs related to the role of cleaning
* To perform basic security measures such as closing windows and doors as directed.
* To report defects, maintenance requirements, damage or other concerns immediately so they may be dealt with promptly
* To assist with regular deep cleans as required, and with any special arrangements for end of term/school holiday tidying.
 |
| **Role Specific Responsibilities** |
| *Cleaning* | Essential job functions:* Restrooms/Cloakrooms: Clean and disinfect sinks, countertops, toilets, mirrors, floors, etc. Replenish paper goods. Polish metalwork, such as fixtures and fitting.
* Floors: sweep, mop, vacuum floors using brooms, mops and vacuum cleaners. Other floor work may be required such as: scrubbing, waxing and polishing floors.
* Break Rooms/Kitchenettes/Staff Room
* Dust: dust furniture, equipment, partitions, etc
* Rubbish: Empty wastebaskets and recyclables and transfers to disposal area.
* Other duties: Cleans carpets and upholstered furniture, using vacuum cleaner. Washes walls and woodwork. Washes windows, door panels, partitions, sills etc.
* Undertake other reasonable duties related to the job purpose required from time to time.
* To report defects, maintenance requirements, damage or other concerns immediately to the Facilities Manager/Site Staff to ensure they can be dealt with promptly
 |
| *Health & Safety and**Safeguarding Training* | * To attend training as directed by Facilities Manager to comply with current guidance
	+ COSHH – annual
	+ In-House Health and Safety – annual
	+ Use of equipment – 3 year or earlier if significant change to job role
	+ Manual Handling - 3 year or earlier if significant change to job role
* To maintain annual Safeguarding training as directed by the Safeguarding Officer.
 |
| *Security* | * To perform the simple and common security measurers such as closing windows and doors as directed.
 |
| * *Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.*
* *Employees will be expected to comply with any reasonable request from a manager and/or the head teacher to undertake work of a similar level that is not specified in this job description.*
* *Employees are expected to present themselves and to act in a professional manner at all times.*
* *The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.*
 |

**Person Specification**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** |
| Minimum of Grade C GCSE (or equivalent) in English and Maths |  | 🗸 |
| To hold an appropriate qualification of BICs (British Institute of Cleaning Science) or other similar trade standard |  | 🗸 |
|  |  |  |
| **Experience** |  |  |
| Evidence of previous experience or competence in undertaking cleaning duties |  | 🗸 |
| Evidence of previous experience working in a school or similar sector |  | 🗸 |
| Minimum experience of domestic cleaning | 🗸 |  |
| Ability to anticipate problems and create solutions |  | 🗸 |
| **Physical Demands** |  |  |
| While performing the duties of this job, the employee is regularly required to:* Walk and stand
* Climb
* Bend forward
* Crawl
* Reach and Grasp
* Push and pull objects
* Lift and/or move up to 25lbs (11kg approx.)
* Repetitive bending and lifting of items
* Repetitive arm movements
 |  |  |
| **Personal Attributes** |  |  |
| Reliable, punctual and trustworthy | 🗸 |  |
| Have the ability to work both alone and effectively in a team | 🗸 |  |
| Have a good level of fitness due to the nature of the role | 🗸 |  |
| Willingness to learn the use of cleaning products and equipment to support the cleaning duties required and undergo further training as required | 🗸 |  |
| Commitment to the highest standards of child protection | 🗸 |  |
| An enthusiasm and a deep commitment to promoting Honywood School Values | 🗸 |  |
| Ability to use appropriate interpersonal skills when relating to staff, pupils and parents/carers | 🗸 |  |
| Demonstrate energy, vigour and perseverance and promote a ‘Can Do’ philosophy | 🗸 |  |
| Ability to prioritise, plan, organise  | 🗸 |  |
| The ability to work with resilience under pressure and meet deadlines | 🗸 |  |
| Professional and personal integrity | 🗸 |  |
| Excellent sense of humour |  | 🗸 |