

Job Description

Job Title	Cleaner 'with keys'
Grade	2020 Scale 2
Reports to	Caretaker /Finance Manager
Responsible for	<i>Evening cleaning staff</i>
Liaison with	<i>Staff /contractors on site/deliveries</i>
Job Purpose	To contribute to the smooth running of the School by carrying out a range of cleaning and caretaking duties including security and supervision of the site and related equipment
Duties	<p>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 postholder.</p> <p><u>Security and Supervision</u></p> <ul style="list-style-type: none"> • To act as a key holder, carrying out security procedures for the buildings and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s). • Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations. • Liaising with contractors and advising the Headteacher and Caretaker of their presence. <p><u>Cleaning</u></p> <ul style="list-style-type: none"> • Undertaking cleaning including secondary cleaning. • 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. • Washing and cleaning of diffusers and replacing bulbs/tubes. • Monitoring the standards of cleanliness of the premises and furnishings and reporting any deficiencies to the Headteacher and Caretaker. Drawing the attention of the appropriate authorities via the Headteacher and Caretaker to any repairs or maintenance work required at the premises. • Minor DIY, which is within the scope and capability of the postholder. • Ensuring that all areas within the site are free from litter and that all drains and gullies are free flowing and clean. • Ensuring that adequate supplies of cleaning materials

	<p>and other supplies are available.</p> <ul style="list-style-type: none"> • Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures. • Ensuring that all caretaking equipment is in a safe and working condition and arranging for repair as appropriate. • Carrying out routine procedures or checks on ancillary equipment, e.g. checking batteries, automatic pumps and areas subject to flooding. • Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage. <p><u>Other duties</u></p> <ul style="list-style-type: none"> • Planning own work. • Undertaking letting and related duties as appropriate in accordance with the provincial agreement. • Preparing the school premises and site for out of school activities. • Advising the Headteacher or Finance manager of the hours worked. <p><u>General</u></p> <p>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 School and governing Body.</p> <p>The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.</p>
General	<ul style="list-style-type: none"> • 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 all staff and volunteers to share in this commitment.

CLEANER WITH KEYS

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
	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