

JOB DESCRIPTION

Job Title:	Cleaner – Elstow School
Hours:	Part time 4.00-6.15pm (11.25 hours per week) Term Time Only
Reports to:	Director of Operations

Main Duties:

1. To be responsible for cleaning certain parts of the school site as allocated by the Director of Operations and following Health & Safety guidelines
2. The safe use of chemicals and cleaning materials as instructed by the Director of Operations following Health and Safety guidelines and the use of Personal Protective Equipment (PPE)
3. To operate cleaning machinery in cleaning soft and hard surfaces, eg. vacuum cleaners and polishers following Health & Safety guidelines.
4. To maintain all School standards of hygiene and safety of all Cleaning equipment and Cleaning Cupboards in your charge.
5. To report any hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal school operations, immediately to the Director of Operations.
6. To report any hazards, defects and any relevant factors of breakdowns of equipment that may be detrimental to safe working practices, immediately to the Director of Operations.
7. Duties to include, but not limited to, the following:
 - Vacuum cleaning hard and soft floors
 - Spot cleaning of spillages
 - Remove graffiti from all areas of the school using appropriate cleaning methods
 - Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
 - Emptying and cleaning bins
 - Cleaning toilets including sanitary fittings and surrounds
 - Mopping and spray cleaning hard floor surfaces
 - Wiping and polishing and straightening furniture
 - Replenishing janitorial supplies in toilets, etc
 - Checking and closing windows, switching off lights after work
 - Such other associated duties as may be allocated from time to time by the Director of Operations

Statutory duties:

- **Safeguarding**
To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with School procedures.
- **Equality and Diversity:**
To be responsible for promoting equality and diversity in line with School procedures.
- **Health and Safety:**
To be responsible for following health and safety requirements in line with School policy and procedures.
- **Training and development:**
To participate proactively in training and development including qualification development required in the job role.

PERSON SPECIFICATION

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	Essential	Desirable
Qualifications/ Training		<ul style="list-style-type: none"> • First Aid at work qualification • Manual handling training • Cleaning or Health & Safety qualifications
Knowledge/ Experience		<ul style="list-style-type: none"> • Health and Safety awareness • Cleaning work experience • Previous work experience in an education environment.
Skills/Abilities	<ul style="list-style-type: none"> • Ability to communicate effectively and confidently and follow verbal and written instructions • Ability to prioritise work and manage time effectively • Ability to work on own initiative and to support and assist team members. • Ability to make a positive contribution to the team, valuing and respecting others' expertise. • Ability to promote the School's outstanding reputation and carry out School business appropriately and professionally at all times. • Be flexible to changing demands of the post. 	
Special Requirements	<ul style="list-style-type: none"> • Flexible approach to role, hours, and place to work. • Reliable and punctual • Strong and proven work ethic • Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns • An understanding of and commitment to equality of opportunity. • Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults. • Willingness continuously to update skills and knowledge. • Must be a resilient character with a flexible approach to work • Have high standards of cleanliness 	<ul style="list-style-type: none"> • Ability to work in holiday periods if required. • Willingness to work at all locations where Advantage Schools operate