



CLEANER

JOB DESCRIPTION

PURPOSE

Salary	Grade 1 Point 9 - £8.68
Hours	12 hours per week (whole time) 3.30pm – 6pm Monday - Thursday & 3.30pm - 5.30pm Friday
Responsibility to	Premises Manager

- To work individually or as part of a team to undertake the cleaning of a designated area and ensure high standards of cleanliness and hygiene are met and maintained.

MAIN DUTIES

- To ensure all waste bins are emptied and refuse is removed and taken to the designated disposal point to ensure the site is clean and tidy and meets with health and safety requirements.
- To clean all furniture and fittings including ledges, pipe work and radiators, ensuring high standards of cleanliness and hygiene are met and maintained.
- To clean all sanitary fixtures and fittings including the lavatories, wash room facilities and showers etc, ensuring all areas are maintained to the required standards of health and safety, reporting any damaged or broken facilities, or other maintenance issues to the appropriate member of staff
- Carry out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.
- Clean all other floor areas appropriately i.e. sweeping, mopping, polishing etc, ensuring wet floor H&S hazard signs are used when required to ensure wellbeing of staff / pupils is maintained.
- To use floor scrubbing machines when required, following correct operating procedures to ensure personal and others safety and wellbeing.
- To assist in the whole school clean during school closure as per the school cleaning programme.
- To check windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately.
- To attend any training courses relevant to the post including, ensuring continual personal and professional development.
- Role requires working with a team.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- The Post holder may undertake any other duties that are commensurate with the post.
- The post holder has common duties and responsibilities in the areas of:-

- Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction

HEALTH & SAFETY

- Comply with the requirements of the H&S at Work Regulation
- Comply with H&S, report incidents / accidents / hazards
- To be proactive to protect both yourself and other in H&S Matters
- Comply with the school no smoking policy

GENERAL

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

- The post holder has common duties and responsibilities in the areas of:-
 - Quality Assurance, Communication, Professional Practice, Health & Safety.

SAFER RECRUITMENT

Safeguarding Statement: Teesdale School is committed to safeguarding and promoting the welfare of our pupils and expects all staff, governors and volunteers to share this commitment. All appointments are subject to an enhanced DBS check.

In accordance with regulations, the School will carry out a check with the Disclosure and Barring Service as to the existence and content of a criminal record of persons appointed to posts giving substantial opportunity for access to children. Any information will be treated in the strictest confidence and will be considered only where it is felt to be relevant to a particular job or situation. Your permission will be sought to carry out the disclosure procedure following an offer of appointment but you should note that refusal to give permission could prevent confirmation of your appointment.

You will need to attend school soon after the offer of appointment with some or all of the following documents:

- | | | |
|---------------------|------------------------|----------------|
| • Birth Certificate | • Utility Bill | • Copies of |
| • Passport | • Marriage Certificate | Qualifications |
| • Driving Licence | • NI Evidence | |

The appointment is also subject to obtaining satisfactory references.

Teesdale School is an Equal Opportunity Employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications from candidates with disabilities will be granted an interview if the essential job criteria are met.

Teesdale School has a no smoking policy.

CLEANER

PERSON SPECIFICATION

The following qualities are <u>essential</u> of applicants	The following are <u>desirable</u> but not essential
<ul style="list-style-type: none">• Ability to work methodically, thoroughly and to a consistently high standard to ensure work is carried out effectively and efficiently.	<ul style="list-style-type: none">• Knowledge and experience in general cleaning work
<ul style="list-style-type: none">• Ability to organise work to ensure all areas are covered thoroughly.	<ul style="list-style-type: none">• Knowledge of Health and safety, COSHH, manual handling etc.
<ul style="list-style-type: none">• To be able to work individually and within a team as required to meet operational requirements• Ability to communicate within a team, reporting and passing on information as required.• Ability to communicate well with young people and staff appropriately.• Ability to adhere to and work within the defined procedures and policies.• Ability to adhere to strict Health and Safety regulations etc.	<ul style="list-style-type: none">• Experience in use of cleaning equipment

ADDITIONAL REQUIREMENTS

- The role requires walking, bending, kneeling, carrying equipment and generally being physically active for extensive periods of time.
- Job requires use of specialist equipment including floor scrubbers, vacuum cleaners.
- Ability to be responsible for cleaning equipment and consumables.
- Work is mainly carried out indoors in the school building but may require going outside to deposit refuse etc.