Cleaner
Job Description

Job Details:

Title:	Cleaner
Reporting to:	Estates and H & S Manager
Responsible to:	Principal
Hours:	2 hour morning shifts and / or 2/2.5 hour afternoon shifts available, during the school holidays the shift will be worked in the morning only.
Salary:	£4,956.11 per annum, 10 hours per week all year round £11,151.25 per annum, 22.5 hours per week all year round

Job Purpose:

To work with the Principal in achieving the School's mission, vision and modelling and supporting the School's values.

To provide an efficient and effective cleaning service to ensure that students have a comfortable, clean, safe and well-maintained environment in which to learn.

Duties:

- Cleaning of all surfaces, fixtures and fittings, by appropriate method, within the designated area of work
- Cleaning of mat wells and covered entrances
- Washing of walls, internal glass and partitions and internal woodwork up to reaching height, using appropriate equipment where necessary
- Cleaning of kitchen areas apart from any areas cleaned by another department/entity
- Cleaning of all hard and soft floor surfaces within the designated area by the appropriate method and using machinery where necessary
- Cleaning of sanitary areas, toilets, sluices, sink units by the appropriate method
- Collecting, bagging of waste, putting ready for disposal. Washing and disinfecting waste bins
- Ensuring that all cleaning equipment used is cleaned before returning to the stores
- Reporting of faulty cleaning equipment and any conditions that may require the attention of maintenance staff to the Cleaning Supervisor/ Estates and H & S Manager ensuring that windows are closed, doors are locked, and lights turned off before leaving an area
- Covering for other cleaners if necessary, in the event of staff shortages
- Ensuring that hygiene, health and safety guidelines are followed at all times whilst on the premises
- Ensure store rooms/cleaning room and sluice rooms are always clean and tidy with equipment stored correctly adhering to all hygiene guidelines.
- Ensuring that users of the buildings are treated with care and consideration
- To take every opportunity to promote a favorable image to all users of the building
- Report site damage or defects to the Cleaning Supervisor/Estates and H & S Manager

- Work with the Cleaning Supervisor whilst work areas are being monitored and rectify items raised in a timely manner.
- To carry out a deep clean of the premises during school closures
- Follow the working schedule for each room/area provided by the Cleaning Supervisor.

General Requirements:

- The post holder will be expected to work flexibly and carry out all duties with regard to the School's policies and in compliance with the School's Equal Opportunities, Health and Safety and Code of Conduct procedures.

- To participate in a programme of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date.

- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants, or continued employment for any employees, in accordance with our responsibilities under the Equality Act 2010.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Date: 15 September 2020

Name of post holder:

Signature of post holder: _____

Signature of Principal: _____

Date:

Cleaner

Person Specification

In support of the school's vision and values		Essential	Desirable
1.	Ability to forgive and forget and to start each day afresh.	✓	
2.	Be able to demonstrate consistent behaviours that reflect the school values, and be committed to supporting the school's vision.	✓	
Experience			
3.	Experience of undertaking a range of cleaning duties.	✓	
Knowledge			
4.	Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.	✓	
5.	Operation of floor machinery and cleaning equipment.		✓
Skills			
6.	Ability to work effectively and supportively as a member of the school team.	✓	
7.	Ability to work in an organised and methodical manner.	✓	
8.	Ability to act on own initiative, dealing with any unexpected problems that arise.	✓	
9.	Ability to demonstrate commitment to Equal Opportunities.	✓	
Personal Qualities			
10.	Willingness to clean any area of the school as requested by the Facilities Manager	✓	
11.	Willingness to take personal responsibility for standard of work carried out.	✓	
12.	Willingness to participate in further training and development opportunities offered by the school to further knowledge.	✓	
13.	Willingness to maintain confidentiality on all school matters.	✓	

Audenshaw School Safeguarding Statement: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.