

|  |  |
| --- | --- |
| **Role Title** | Level 1 Buildings (Cleaner) |
| **Band** | Band B |
| **School** | Stanley School |
| **Responsible to** | Caretaker, Assistant Caretaker, SBM |
| **Main Purpose of the Role** | |
| To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.  All key tasks are to be carried out in Stanley School as directed by the Caretaker and assistant caretaker. | |
| **Core Responsibilities and Tasks** | |
| 1. Undertake cleaning of allocated areas in either school, line with specified standards and as directed. Includes cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas (which may include toilets and shower areas) and fixtures and fittings, using where appropriate, powered equipment.  2. Operate / use domestic and industrial cleaning equipment and materials, following appropriate training  3. Store allocated equipment and materials safely and securely.  4. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately  5. Collect and dispose of waste  6. Refill and replace soap, towels and other materials  7. Responsible along with all members of the school for the safeguarding and welfare of pupils  8. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.  Individuals in this role may also undertake some or all of the following:  1. Undertake specialised cleaning programmes during school closures or other designated periods.  **NOTE:**  This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder.  It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder’s responsibilities and duties.  Elements of this job description and changes to it may be amended in light of organisational and service requirements. | |

|  |  |  |
| --- | --- | --- |
| **Additional Information** | | |
| **Safeguarding**  Post holder will be subject to enhanced DBS check and;   * be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people * to ensure that the Headteacher is made aware and kept fully informed of any concerns which they may have in relation to safeguarding and / or child protection   This job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the Head teacher. | | |
| **Person Specification** | | |
|  | **Essential** | **Desirable** |
| **Educational achievements** | * Able to communicate clearly and follow instructions; * Agreement to undertake a Disclosure & Barring check; |  |
| **Qualifications and training Job related knowledge, aptitude and skills** | * Ability to prioritise work and work in an organised manner; * Ability to manage time; * Willing to undertake training courses that are relevant to the duties of the post or are required for Health and Safety reasons; * Commitment to maintain confidentiality on all school matters; | * Some knowledge of Health & Safety within the workplace * Experience of cleaning |
| **Equal Opportunities** | * An understanding of and commitment to equality of opportunity; |  |
| **Personal Qualities** | * Ability to communicate with a wide range of people; * Initiative and the ability to work without supervision; * But also to work as part of a team; * Be flexible to changing demands of the post; * Take pride in a job well done; * Willingness to work flexibly on occasions; | * Be happy, have a sense of humour |
| **Physical & Presentation** | * Must be in good health; * Must be of smart appearance with excellent personal hygiene standards. |  |