

Job description

Job title: Cleaner	Status: Permanent
Team: Cleaning Team	Reports to: Cleaning Supervisor
	Direct reports: None
Department: Estates	Departmental budget holder: N/A

Position context:

Our purpose: To inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be; to create a passion for lifelong learning; to enable our pupils to become confident and impactful world citizens.

Position purpose: The role holder will be part of a team of cleaners, working under the day-to-day instruction of the cleaning supervisor or the school site manager / school keeper. Specific duties and designated areas of the premises are usually allocated depending upon the needs of the school. The cleaning team are responsible for making sure those areas are clean, sanitary and safe for use.

The nature and intensity of the work required varies with the season and with whether the school is in session or not. During closures a school may carry out a programme of special cleaning and as part of the role there is an expectation to contribute to these programmes.

Position accountabilities:

Accountability	Key activities
Strategy	<ul style="list-style-type: none"> • Is aware of and understands the ELAT Vision, Mission and Values • Can clearly describe how Hall Mead School fits into the ELAT family • Will make a positive contribution to the health and safety of the school community
Planning	<ul style="list-style-type: none"> • Is able to take direction and plan the correct approach to tasks

Accountability	Key activities
Delivery	<ul style="list-style-type: none"> • To remove loose dust and debris from floors, surfaces, plant and equipment by hand and/or using machine provided. • To clean floors, potentially of a wide variety of different surface materials, by hand and/or machine and using a variety of cleaning products and chemicals. • To clean furniture, fixtures and equipment. • To clean toilets/bathrooms/showers/washrooms and the fixtures and fittings in these areas. • To clean and remove bodily fluids using safe handling procedures. • To refill and replace relevant consumables, for example, toilet tissue, hand towels, and so forth. • To clean vertical surfaces, including walls, doors, and partitions, which may include cleaning glass. • To remove rubbish and waste. This may include: <ul style="list-style-type: none"> ○ Waste separation to comply with re-use and re-cycling processes ○ Removing waste classified as unsanitary, hazardous and/or dangerous • To use the relevant procedures of the school to record work carried out. • To note breakages, repairs, or maintenance required and inform the relevant supervisor. • To operate a variety of machines used for cleaning, reporting faults to supervisors where relevant. • To be responsible for safety, security and appropriate energy conservation within the areas of the school designated for cleaning (in accordance with the procedures of the school). • To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment, reporting concerns to the supervisor where necessary. • To work, support and cooperate with others to make sure the responsibilities of the post are carried out.
People Management / Organisational Development	<ul style="list-style-type: none"> • To take full part in the Trust's performance management system • To complete school based induction and any subsequent training required to improve performance

Accountability	Key activities
Information Management and Reporting	<ul style="list-style-type: none"> Support the maintenance of health and safety records within the school
Data Protection	<ul style="list-style-type: none"> All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.
Health and Safety	<ul style="list-style-type: none"> Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public. Additionally, role specific tasks that require H&S awareness; Use cleaning products, chemicals and materials that require safe handling procedures Use a variety of machines used in school cleaning Clean up body fluids using agreed safe handling procedures Respond to the results of emergencies and accidents – for example, flooding Lift, carry and move school furniture and equipment.
Good Citizenship	<ul style="list-style-type: none"> Holds personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such

Key Stakeholders:

Internal: Estates, Pupils, Staff

External:

Knowledge, skill and experience requirements

Essential:

Ability to organise one's own work, to prioritise tasks and keep to deadlines

Ability to work independently and support the work of the team

Ability to be flexible and respond effectively to the 'unexpected'

Ability to communicate and interact effectively with adults

Ability and willingness to carry out the instructions of supervisors and managers

Job description

An understanding of basic health, safety and security issues in schools

An understanding of the various cleaning methods and techniques

An understanding of the basic cleaning chemicals and products and their appropriate use in accordance with the COSHH regulations

An understanding of quality and customer service as applied to work in schools

Willingness to successfully complete the range of training relevant to the job

Desirable:

GCSE at level A-C in English and Mathematics of equivalent

Six months' experience, on a voluntary or paid basis

Willingness and motivation to develop own skills and work towards NVQ Level 1
Cleaning and Support Services (Cleaning Building Interiors)

Key behaviours:

- Demonstrate and role model Trust values which are:
 - *Passion*
 - *Respect*
 - *Inclusion*
 - *Challenge*
 - *Openness*