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**Cleaner / Caretaker**

**Job Description**

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| **Job Title** |
| Cleaner / Caretaker |
| **Salary** |
| Grade 16 |
| **Hours** |
| 15 hours per week, Monday – Friday plus non-term time working. Working weeks 38 plus 6 weeks non-term time. Paid weeks 50.3764 |
| **Responsible to** |
| Headteacher/Office Manager |
| **Job Purpose** |
| The main purpose of the role is to:* ensure the school is cleaned to the appropriate specification as directed by the school and adhering to Health and Safety requirements, to ensure a safe environment suitable for the education of children.
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| **Main responsibilities and duties** |
| * The duties and responsibilities listed below are indicative of the tasks the Cleaner will perform, and are not intended to be an exhaustive list. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post’s grade and whenever reasonably instructed.
* Under the direction of the Headteacher/Office Manager, the Cleaner will:
* Tidy leaving furniture / rooms etc ready for use
* Empty waste bins and dispose of collection bags safely
* Wash, clean\*, polish floors using the appropriate tools, machines, cleaning agents and work schedules
* Clean surfaces\* in teaching, circulation, admin and other areas as directed using the required cleaning agents / tools / equipment and work schedule
* Wash/Clean toilet\* & wash areas with appropriate tools disinfecting\* cleaning agents and work schedules
* Clean/Dust furniture, fixtures and fittings in a careful and thorough manner
* Carry out any other cleaning duties that school might require
* Maintain the cleaning storage area in a clean tidy safe condition
* Always Observe the requirement of H&S / COSHH and undertake relevant training as necessary
* Report equipment faults to the Headteacher/Office Manager and alert the SBM as soon as possible
* Operate a safe working environment for people still in the building (display appropriate safety signs)
* **REPORTING AND MANAGEMENT**
* Responsible to the Headteacher/Office Manager in all matters
* The postholder will work within the agreed cleaning schedule determined by the Headteacher/Office Manager.

**PHYSICAL EFFORT AND WORKING CONDITIONS*** Cleaning, by nature, involves physical work with staff moving around the school site using a range of equipment. Continuously on feet, physical work cleaning using potentially hazardous cleaning agents At times working in wet / sanitary areas where unpleasant odours and soilage may be present. Cleaners are required to clean using cleaning agents within Health and Safety guidelines.
* Staff will be required to use larger equipment i.e., polishers, scrubbing machines, carpet shampooer and/or wet vacs and will operate a range of cleaning machines up to a possible value of £2,500 or above. There will be movement and carrying of some equipment, e.g. buckets, although heavy equipment is usually stored in the area to be cleaned
* Holiday cleaning requires more physical effort i.e., washing & scrubbing walls, furniture, windows, and may involve removal of furniture from classrooms to scrub, strip and polish floors, in line with manual handling guidance.
* Cleaning of toilets and other hygiene areas.
* Variety of rooms cleaned including offices, classrooms, toilets, Cloakrooms. Cloakrooms/toilets require a more thorough hygiene clean.
* Unlocking / locking school when required
* Ordering relevant consumables
* Replenishing daily consumables
* **Problem Solving and Creativity:**
* Work to strict deadlines within well-known routines
* Under the guidance of your line manager, consider priorities within the daily / weekly routines taking account of the conditions found on the day.
* Be flexible within work routines to ensure that the highest quality of cleaning is achieved and maintained
* **Decision Making:**
* Make informed decisions on which areas to clean when based on the room usage in a busy school each day

**Contacts and Relationships*** Maintain friendly interactions with all users e.g. (Pupils, staff and public etc) who may be around during working hours
* Assist contractors with where to find rooms/ power points etc and when necessary, let them in and out of the school
* Sign contractors on and off site ensuring they comply to visitor policies whilst on site
* Knowledge, Skills and Experience
* Previous cleaning experience desirable.
* Ability to act upon instructions given and to work in a safe manner complying with current Health and Safety regulations.
* Holiday Working
* Non-Term Time working – hours to be discussed with the Headteacher to suit the needs of the school
* **Support for the School**
* Comply with and follow the school’s safeguarding and child protection procedures
* Undertake and attend staff training sessions including the annual INSET training and safeguarding training in-line with the school’s training programme
* Report any concerns to a member of the DSL team immediately and then in writing using the ‘My Concern’ programme
* Play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example
* Comply with school’s health and safety policy and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work.
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| **Special notes of conditions**  |
| * Take responsibility for upholding and complying with the Trust’s Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all
* Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.
* Comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area
* The post-holder must always carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work
* Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
* Uphold the principles of safeguarding and promoting the welfare of children and be aware that safeguarding is everyone’s responsibility
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| **Review**  |
| 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 comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder’s professional responsibilities and duties.**Other**Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description. The Trust operates a non-smoking policy across All Trust sites. |

**Cleaner / Caretaker**

**Person Specification**

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| **Category** | **Essential** | **Desirable** |
| **Qualifications** | * Basic level of education
* Willingness to participate in staff training/development programme for further training and professional development
 | * Health and Safety training (full training will be provided)
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| **Knowledge, skills and experience**  | * Ability to work as part of a team
* Good interpersonal skills
* Ability to work and communicate with young people
* Ability to accept and follow instructions
* Ability to work unsupervised and to a schedule
* Ability to work in a way that promotes the safety and wellbeing of children and young people
* Awareness of the H&S requirements of the job including COSHH
* Awareness of Manual Handling procedures
 | * Ability to use industrial cleaning equipment
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| **Interpersonal and communication skills**  | * Positive, can-do attitude
* High level of self-motivation
* Energy and stamina
* Cheerful outlook
* Flexible approach in relation to work
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| **Additional requirements** | * A commitment to safeguarding and promoting the welfare of children and young people
* Eligibility to work in the UK
* Comply with safer recruitment checks and Disclosure and Barring Service clearance
* Two professional references
* Shortlisted candidates may be subject to online searches
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