

# Job Description



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	Cleaner	<b>Post No</b>	
<b>School</b>	Smith's Wood Primary Academy		
<b>Salary Band/Range</b>	Band A		
<b>Responsible to</b>	Cleaning supervisor/School Business Manager		
<b>Location</b>	Smith's Wood Primary Academy		
<b>DBS Check</b>	Enhanced		
<b>Special Conditions</b>			

## 1. Job Purpose

To clean specified areas within the school, including classrooms, toilets and corridors, and to dispose of rubbish.  
To make the premises a clean and safe place for staff and users to work in.

## 2. Key Responsibilities

### 2.1 Main Duties

To be responsible for cleaning certain parts of the school site as allocated by the cleaning supervisor.

- To regularly clean toilets, toilet areas and the replenishment of toiletries etc.
- To cleanse hand basins in all toilets and sinks in other rooms.
- To wash off dirty marks on walls, tiling and mirrors
- Mop floors
- Vacuum and tidy classrooms
- Use of buffer
- Sweep corridors / classrooms thoroughly
- Cleaning of spillages
- To dust/wash carefully with clean dusters/cloths, desks, seats, ledges, skirting boards and other places where dust lodges.
- Wash worktops/tables
- Empty bins and dispose of rubbish in designated areas
- Clean inside windows occasionally
- Contribute to the overall ethos, work and aims of the school.
- Attend relevant meetings and participate in training and development activities and programmes as required
- Carry out such other duties as may be allocated from time to time.

	<ul style="list-style-type: none"> <li>• Report all defects/hazards immediately to the Site Manager via report slips.</li> <li>• Adapt to changing schedules and the rotation of sections termly.</li> <li>• And such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.</li> </ul>
<b>2.2</b>	<b>People</b>
	The job involves no direct responsibility for the supervision, direction or co-ordination of other employees.
<b>2.3</b>	<b>Safeguarding</b>
	School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
<b>2.4</b>	<b>Financial</b>
	There is no direct responsibility for financial resources.
<b>2.5</b>	<b>Buildings &amp; Equipment</b>
	The job involves some direct responsibility for physical resources in terms of cleaning of building and equipment, and the careful use of equipment.
<b>2.6</b>	<b>Health &amp; Safety</b>
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
<b>2.7</b>	<b>Policies &amp; Procedures</b>
	The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
<b>3. Other Conditions</b>	
<b>3.1</b>	<b>Mobility</b>
	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
<b>3.2</b>	<b>Equal Opportunities</b>
	School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
<b>3.3</b>	<b>Variations to Job Descriptions</b>
	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the school therefore retains the right to amend job descriptions to reflect changing requirements.
<b>3.4</b>	<b>Training and Development</b>
	The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
<b>3.5</b>	<b>Core Qualities &amp; Leadership Framework</b>

The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

<b>Compiled/Reviewed</b>	
<b>Date:</b>	

## Person Specification



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	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education &amp; Qualifications</b>	No essential qualifications		N/A

<b>Skills &amp; Abilities</b>			
	Flexibility, Self-motivating		Interview
	Effective communication skills		Interview
	Able to follow verbal and written instructions		Interview
	Effective team worker		Interview

<b>Experience &amp; Knowledge</b>			
	Cleaning of a Building	Spray buff cleaning Previous school cleaning experience	Interview
	Knowledge of basic Health & Safety Issues		Interview

<b>Core Behaviours</b>	<b>Excellence</b> - With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	<b>Simplicity</b> - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.	Interview
	<b>Trust and Respect</b> -You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	Interview
	<b>Working Together</b> - You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	<b>Responsibility</b> - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.	Interview

<b>Compiled/Reviewed by</b>	S Volante
<b>Date</b>	16.09.2021