

SILSDEN PRIMARY SCHOOL
Outline Job Description

POST TITLE:	CLEANER
POST REF:	
GRADE:	BAND 1, SCP 1

GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PRIME OBJECTIVES OF THE POST:

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

KNOWLEDGE AND SKILLS:

(See Personnel Specification)

EFFORT DEMANDS:

- Will carry out timely & accurate preparation of routine equipment/resources/materials, as set out in pre-defined instructions to meet required deadlines.

RESPONSIBILITIES:

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- Will treat all users of the school with courtesy and consideration, maintaining effective relationships.
- Will contribute to the performance of the team, ensuring that a customer focused service is provided.
- Will operate everyday equipment with care and in accordance with established procedures, reporting faulty equipment, perceived hazards & other maintenance requirements to appropriate person.
- Will undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises.
- Will clean all surfaces, fixtures and fittings, floors, walls, partitions and internal woodwork, toilets, changing rooms and other sanitary areas as appropriate.
- Will collect and dispose of waste in appropriate manner.

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Will occasionally work outdoors and be exposed to the elements/weather.
- Will regularly be exposed to dust, dirt, unpleasant conditions and hazardous chemicals.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

SPECIAL CONDITIONS OF SERVICE:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.

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- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

PERSONNEL SPECIFICATION:

	ESSENTIAL (E)/DESIRABLE (D)
EXPERIENCE:	<ul style="list-style-type: none"> • Previous experience of cleaning commercial property (D)
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • Will possess basic literacy and numeracy skills (grammar, spelling and basic mathematical knowledge) Cleaning and Support Services N/SVQ Level 1 OR equivalent experience or equivalent qualification, OR willingness to train to achieve these. (D)
KNOWLEDGE/SKILLS:	<ul style="list-style-type: none"> • Will be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.(E) • Will be prepared to use relevant equipment.(E) • Will possess the ability to relate well to children and adults. (E) • Will be prepared to gain knowledge of health, hygiene and safety procedures and precautions & regulations e.g. COSHH. (E) • Will possess the ability to work alone or as part of a team.(E)

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COMPILED BY:	M Huddart; K Hessey
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