

Job Description

School: Caverstede Nursery School

Job Title: Cleaner

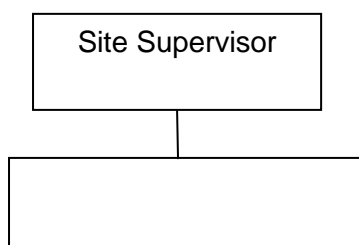
Post No:

Grade: Grade 1, New SCP 1

**Reports to
(job title):** Site Supervisor

**Organisation
Chart:**

**Show immediate
manager and any
jobs reporting to
this post.**



**DBS Check
applicable?**

Enhanced

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

No

**Line Management
responsibility for:**

No. of direct reports:

No. of indirect reports:

Size of budget:

None

Main Duties and Responsibilities:

1. Internal Responsibilities

- Responsible to the Site Supervisor
- To provide a high standard of customer care providing a helpful, friendly and professional service
- Report any problems with cleaning equipment to the Site Supervisor
- To observe the School's Health & Safety procedures and work safely at all times, reporting any maintenance requirements to the Site Supervisor
- May be required to deputise for the Site Supervisor in relation to the unlocking/locking of the School

2. Main Duties and tasks

- To ensure that the School premises and furnishings are cleaned in accordance with the School/LA standards and methods
- To work as part of the cleaning team to ensure the cleanliness and tidiness of the School at all times. This will involve:
 - Cleaning of bathrooms, kitchens and classrooms daily.
 - Cleaning by hand and using cleaning equipment e.g. washing, scrubbing, sweeping, dusting,

- vacuuming, carpet cleaning
- Emptying and cleaning of all litter baskets and bins
- Disposing of all rubbish to the dustbin area, keeping the area clean and tidy, ensuring disposed of in the correct bins
- Sweeping and mopping floor surfaces
- Cleaning of all surfaces
- Cleaning internal glass on doors and windows
- Cleaning external glass on doors and windows, as required
- Cleaning the outdoor area and resources
- To ensure all Health and Safety and COSHH procedures adhered to
- To replenish all cleaning resources for all areas of the School
- To assist in ensuring housekeeping resources are securely stored and used safely, correctly and efficiently
- To advise the Site Supervisor of replenishment requirements in respect of all cleaning stock items
- To liaise with the Site Supervisor to ensure that all cleaning equipment is in safe working order
- Assist in the layout of rooms for meetings and training sessions and clear down as required

Responsibilities as a Centre Team Member

- To comply with all the policies, practices and procedures of the School and to carry out all duties with full regard to the agreed equal opportunities principles.
- To work with professionalism and confidentiality at all times.
- To attend the School meetings when appropriate.
- To play a full and active role in the School's Professional Development including dedicated days.
- To actively promote the work of the School at all times.
- To undertake any other reasonable duties the Headteacher may require.

Generic Responsibilities:	To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
	To comply with all Health & Safety at work requirements as laid down by the employer.
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE: 18th March 2019 **COMPLETED BY:** Business manager

Person Specification

JOB TITLE:	Cleaner	POST NO:	
SCHOOL:	Caverstede Nursery School	GRADE:	1 - New SCP 1
HOURS	10 hrs	WEEKS	Term time only 38 weeks 190 days
DIVISION:	Children's Services	HEADTEACHER:	Debbie Hayes
DATE:	18 th March 2019	COMPLETED BY:	Business manager

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	Knowledge of the importance of maintaining a clean environment that is used by young children	Knowledge of Health and Safety and COSHH
SKILLS & ABILITIES	Ability to clean within identified high standards and specifications Ability to work effectively and supportively as a member of the School Team Ability to work with minimum supervision Good timekeeping Attention to detail To be proactive and respond appropriately to requests Reliable and flexible The ability to converse at ease with staff in accurate spoken English	
EXPERIENCE	Working as a member of a team Previous cleaning experience	Experience of cleaning in academic and child centred environments
QUALIFICATIONS	Ability to demonstrate literacy and numeracy Ability to undertake relevant training when requested	Basic Health & Safety qualifications
PERSONAL CIRCUMSTANCES	Ability to work actual hours of 3:45pm – 5:45pm daily (term time).	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities.	
CUSTOMER CARE	Knowledge and understanding of effective customer care	