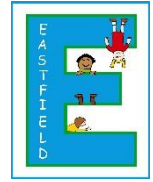


Eastfield Primary School



Job Description

Job Title:	Cleaner
Grade:	Grade 2 / Pay points 2 – 3
Hours:	15hrs (3:20pm - 6:20pm Monday to Friday)
Weeks:	52 weeks per year
Job purpose and role:	Cleaners are responsible for a wide range of cleaning duties and responsibilities, which include ensuring that areas of work allocated are cleaned to the required standard/specification.
Line management:	Caretaker / School Business Manager

Principal duties and responsibilities

1. Thoroughly cleaning areas to the required specification, as directed, using correct techniques and cleaning equipment.
2. Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or pupils.
3. Locking and unlocking windows and doors as directed.
4. Undertaking training in use of methods, materials and equipment, as instigated by the Caretaker.
5. Working safely using correct warning signs, protective clothing and safety equipment, being mindful of hazards to other staff and pupils. Compliance with the Health & Safety practices of the School.
6. Replenishing supplies of toiletries, plastic bags etc, as directed.
7. Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemicals are securely stored away when not in use.
8. Emptying vacuum cleaners and buffer vacuum bags at the end of each session. Cleaning and checking all equipment used after use, checking cables for wear and tear and storing away in a suitable safe area. Notifying caretaker of any faults found.

9. Ensure mops, cloths etc, are washed and left to dry as appropriate at the end of each session.
10. Reporting immediately to the caretaker any defective electrical sockets, lighting, vandalism etc, in your cleaning area.
11. Ensuring caretaker is aware of low stock levels of materials and equipment for which you are responsible.
12. Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition.
13. Covering on a rota basis for absent colleagues when required, which may involve some change in hours/times.
14. Any other related duties, as directed by the caretaker.

The post holder must at all times carry out his responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at work.

The post holder will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of the school.

Working Practice

- To perform other tasks as requested, within the expertise of the post holder.
- The post holder must at all times take a pride in the school site and in their own general appearance.
- The post holder must comply with Council's Equal Opportunities Policy, Health and Safety policy and No Smoking policy.

Safeguarding

Everyone who works at Eastfield Primary School has the responsibility for promoting the safeguarding and welfare of children in line with school policies and by following the school's code of conduct at all times.

Commitment to Safeguarding Children

- To follow the school's safeguarding policy and procedures.
- To be aware of the signs and symptoms of abuse and the wider safeguarding agenda by attending relevant training.
- To record all concerns using the school's safeguarding system (Edukey) and follow the school's safeguarding procedures if there is a disclosure.
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- To carry out appropriate risk assessments prior to activities.

Eastfield Primary School is committed to Safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced DBS check.

DBS

Because of the nature of the job, it will be necessary for an Enhanced criminal record Disclosure to be undertaken (DBS). Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences, this post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exceptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Review of the Job Description

The job description will be reviewed annually. It can be amended as circumstances deem necessary and following reasonable negotiation, at the request of the School Business Manager / Head Teacher or Post Holder.

Signed:.....

Date:.....

Person Specification

Experience

Experience of cleaning in a professional/work environment is desirable but not essential as training will be given.

Qualification/Training

None - willing to undergo appropriate training.

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.