

## Job Description

Job title	Cleaner
Responsible to	Headteacher
Hours of work	Part Time, Hours per week 7-8am and 3.30-5.30pm
Salary	NJC Band B (Point 2)
Base	Forefield Junior School

Job Purpose
Under the direction/instruction of senior staff: provide a clean and hygienic school environment which meets specified cleaning standards

## Role and responsibilities

1. Main duties and responsibilities
<ul style="list-style-type: none"> <li>Clean all surfaces, fixtures and fittings</li> </ul>
<ul style="list-style-type: none"> <li>Clean floors, walls, partitions and internal woodwork as appropriate</li> </ul>
<ul style="list-style-type: none"> <li>Clean toilets, changing rooms and other sanitary areas</li> </ul>
<ul style="list-style-type: none"> <li>Clean equipment after use</li> </ul>
<ul style="list-style-type: none"> <li>Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises</li> </ul>
<ul style="list-style-type: none"> <li>Collect and dispose of waste in appropriate manner</li> </ul>
<ul style="list-style-type: none"> <li>Clean and maintain waste bins</li> </ul>
<ul style="list-style-type: none"> <li>Ensure the maintenance of a clean and orderly working environment</li> </ul>
<ul style="list-style-type: none"> <li>Timely &amp; accurate preparation of routine equipment/resources/materials as set out in instructions</li> </ul>
<ul style="list-style-type: none"> <li>Undertake basic record keeping as directed</li> </ul>
<ul style="list-style-type: none"> <li>Refill and replace consumables</li> </ul>
<ul style="list-style-type: none"> <li>Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches</li> </ul>
<ul style="list-style-type: none"> <li>Ensure lights and other equipment are switched off as appropriate</li> </ul>
<ul style="list-style-type: none"> <li>Maintain and arrange orderly and secure storage of supplies</li> </ul>
<ul style="list-style-type: none"> <li>ensure cleanliness of equipment, check for quality/safety – reporting any faults to (a senior officer)</li> </ul>

<ul style="list-style-type: none"> <li>• operate everyday equipment in accordance with instructions</li> </ul>
<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to child protection, health and safety and security and confidentiality, reporting concerns to an appropriate person</li> </ul>
<ul style="list-style-type: none"> <li>• Contribute to the overall ethos/work/aims of the school</li> </ul>
<ul style="list-style-type: none"> <li>• Appreciate and support the role of other professionals</li> </ul>
<ul style="list-style-type: none"> <li>• Attend relevant meetings as required</li> </ul>
<ul style="list-style-type: none"> <li>• Participate in training and other learning activities and performance development as required</li> </ul>
<ul style="list-style-type: none"> <li>• Treat all users of school with courtesy and consideration</li> </ul>
<ul style="list-style-type: none"> <li>• Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all</li> </ul>
<ul style="list-style-type: none"> <li>• Comply with health and safety policies and procedures at all times</li> </ul>
<ul style="list-style-type: none"> <li>• Promote and ensure the health and safety of pupils, staff &amp; visitors (in accordance with appropriate health &amp; safety legislation) at all times</li> </ul>
<b>Safeguarding</b>
<p>To be aware of and work in accordance with the Trust's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.</p>
<b>Health and Safety</b>
<p>The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances.</p>
<b>Confidentiality and Data Protection</b>
<p>The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available on the shared drive.</p>
<b>Equality and Diversity</b>
<p>Mersey View Learning Trust is committed to equality and values diversity. As such, the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The post holder is required to treat all people they come into contact with, with dignity and respect and is entitled to expect this in return.</p>
<b>Training and Development</b>
<p>Mersey View Learning Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous</p>

<p>professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.</p>	
<p><b>Mobility</b></p>	
<p>The post holder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions</p>	
<p><b>The post holder is also required to</b></p>	
<ul style="list-style-type: none"> <li>• Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.</li> <li>• Be aware of and comply with all school policies (available via the Staff VLE. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.</li> <li>• To promote equality, diversity and inclusion and demonstrate this within the role.</li> <li>• To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos.</li> <li>• To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels.</li> <li>• To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.</li> </ul>	
<p><b>Endorsement</b></p>	
<p>This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.</p> <p>This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.</p>	

<p align="center"><b>Declaration</b> I accept this job description.</p>	
<p><b>Print Name:</b></p>	
<p><b>Signature:</b></p>	
<p><b>Date:</b></p>	

## Person Specification

### Cleaner – Level 1

Category	Essential/ desirable
<b>Qualifications and Training</b>	
<ul style="list-style-type: none"> <li>Willingness to undertake induction training</li> </ul>	E
<ul style="list-style-type: none"> <li>Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these</li> </ul>	D
<b>Knowledge and Skills</b>	
<ul style="list-style-type: none"> <li>Willingness to use relevant equipment</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to relate well to children and adults</li> </ul>	E
<ul style="list-style-type: none"> <li>Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards</li> </ul>	E
<ul style="list-style-type: none"> <li>Willingness to gain awareness of COSHH regulations</li> </ul>	E
<ul style="list-style-type: none"> <li>Willingness to gain awareness of health and hygiene procedures</li> </ul>	E
<ul style="list-style-type: none"> <li>Willingness to observe the code of Safe working practice for Caretaking and Premises Staff</li> </ul>	E
<ul style="list-style-type: none"> <li>Willingness to participate in development and training opportunities</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to work on your own or as part of a team</li> </ul>	E
<b>Experience</b>	
<ul style="list-style-type: none"> <li>General cleaning work</li> </ul>	E

The above qualities will be assessed through a comprehensive recruitment process, which involves application analysis, scrutiny of reference and interview.

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent and must be eligible to work in the UK.