



JOB TITLE: CLEANER

REPORTS TO: SITE MANAGER

SALARY RANGE: HB 13.75 HOURS PER WEEK TERM TIME ONLY WITH AN ADDITIONAL SUMMER CLEAN 1-2 WEEKS

Purpose of the role: To undertake cleaning duties at the school. You will need to be a strong team player but also be able to work on your own unsupervised using your own initiative.

This generic job description is not intended to be comprehensive. It will be reviewed annually but may need to be modified in the interim following negotiation.

Responsibilities and accountabilities

- Cleaning within school on a daily basis as specified in duties
- Consulting with the Site Manager who is your direct line manager
- Taking note of any repair necessary, damage, breakage, wear & tear etc., in the course of your work and informing the caretaker
- Liaising with the Site Manager to assist in the efficient organisation of the school.
- Ensuring adherence to relevant health and safety standards
- Informing the caretaker of the need to order cleaning and premises supplies if stocks are short.
- Energy conservation.
- Such other duties which may arise from the use of the premises

HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

CRIMINAL RECORDS BUREAU

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks.

ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff have a right to performance management and development as required by the schools' policies and practices.

SUPERVISION

The Site Manager will directly supervise the work of the cleaners. All non-routine decisions are referred upwards.

CONTACTS

- It is expected that the post holder will at all times adopt a professional and calm manner
- Working collaboratively and cooperatively with all teaching and support staff to ensure that all teaching areas are clean and well –maintained.

KNOWLEDGE, EXPERIENCE AND TRAINING

Experience of working in a school or similar environment is desirable but not essential

Flexibility and sensitivity to the needs of a wide range of users of the school is essential

- Knowledge of efficient cleaning methods and materials is desirable
- Awareness of the main requirements of health & safety legislation and good practice relevant to the duties of the post is essential.
- Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

Signature of post holder: _____ **Date:** ____/____/____

Signature of Headteacher: _____ **Date:** ____/____/____

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.