

APPLECROFT SCHOOL



JOB DESCRIPTION FOR CLEANER

Salary Scale: HB
Hours: 20 hours per week, term time only - with the option of 2 weeks deep cleaning. Hours of work - Mon-Fri 6.00am to 10.00am

Accountable To: Headteacher and Senior Leadership Team (SLT)
Line Manager: Business Manager

PURPOSE OF THE ROLE:

To undertake cleaning duties at the school

RESPONSIBILITIES:

Cleaning of designated areas to ensure they are kept in a hygienic condition including:

- Vacuuming and cleaning floors including the use of powered equipment
- Dusting and polishing furniture and other surfaces
- Cleaning walls and other paintwork, tiling and mirrors
- Emptying and cleaning waste bins
- Cleaning toilets, sinks and basins
- Refill paper consumables in all toilets (to include toilet paper and hand towels where relevant)

Designated areas can be classrooms, offices, receptions areas, school halls, corridors, stairways etc.

SCHOOL'S ETHOS, POLICIES AND PROCEDURES:

- To promote the nurturing ethos of the school and uphold our mission statement, vision and values
- To adhere to, and promote all school policies and practices including the 7 Habits
- To use information technology systems integral to the school's systems and as required to carry out the duties of the post in the most efficient and effective manner
- To promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom
- Support pupils in social, mental and emotional well-being
- Use positive behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others

- To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this Job Description and its objectives as required by the Class teacher or Senior Leadership Team

SAFEGUARDING:

- To promote the welfare and well-being of all pupils and staff
- To remain vigilant and do everything possible to protect children and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the DSP or DDSPs and incident of this nature you witness, hear about or suspect
- To be vigilant in the care of all children and those concerning child protection issues and to follow the county and school procedures in the case of a disclosure from a child

EQUAL OPPORTUNITIES:

- To implement the county and school's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, age, gender, disability, sexuality or status
- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in-line with the Equalities Act 2010
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual(s) involved understands it is unacceptable at Applecroft School and the wider society

HEALTH AND SAFETY:

- In carrying out the tasks in this job description you have a duty (under Health and Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community
- To ensure county and school guidelines and procedures for Health and Safety are adhered to
- To ensure a safe working environment both indoors and outdoors for staff and children
- Organise and safely manage the appropriate learning environment and resources
- To attend to and record minor accidents and incidents and to report injuries of concern to the Line Manager (SENDCo) or another member of SLT

DATA PROTECTION:

- When working with computerised and online systems to be completely aware of responsibilities at all times under the Data Protection Act 1998 for the security

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 DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

The job may include clearing up blood or other bodily fluids of children. County guidelines must be adhered to for your own safety.

This role will be reviewed annually as part of the appraisal and performance management process.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.