



Job Title: Cleaner

Grade: HA1 (£9.25 per hour)

Hours of Work: Up to 15 hours per week (ideally 3-6pm)
38 weeks term time plus 3 wks in the school holidays
Holiday hours – ½ a week's hours at Xmas & Easter
2 weeks hours Summer

Every member of staff at Bowmansgreen Primary School has the responsibility to make a positive impact on children's learning and wellbeing. Each person is required to understand their contribution in working towards and supporting the overall vision, aims and ethos of the school.

Purpose of the Job

To undertake cleaning duties at the school as per the schedule of daily, weekly, monthly, termly and annual tasks. To comply with the school's cleaning specifications and Health and Safety regulations.

Main Responsibilities and Duties

- a) Cleaning of designated areas to ensure they are kept clean, safe and hygienic according to the schedule of work including:
- Vacuuming and cleaning floors including the use of powered equipment
 - Dusting and polishing furniture, tables and other surfaces including computer equipment
 - Cleaning walls and other paintwork, tiling and mirrors
 - Emptying and cleaning waste bins
 - Cleaning toilets (both pupil & adult), sinks and basins

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

- b) To enhance the appearance of Bowmansgreen School.
c) To secure the area after cleaning as required.
d) To inform Caretaker/Senior Cleaner on any areas that require maintenance or any problems that arise with powered equipment.
e) To remove and store hazard notices when cleaning operation is completed and floor area is dry
f) To contribute to a working environment which supports equal opportunities and anti-discriminatory practice.

Supervision

The post holder is performance managed by the School Business Manager but will be supervised on a day to day basis by the Caretaker.

Contacts

The post holder will have contact with all members of staff in the school, the pupils, the parents and Governors.

Equalities

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

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.

Disclosure & Barring Service (formerly CRB)

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 Disclosure & Barring Service as part of Hertfordshire County Council's pre-employment checks.

Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment)

Additional Information

The duties and responsibilities listed above describe the post as it is at present. The post holder will have a performance management interview each year and is expected to accept any reasonable alterations that may be necessary from time to time. All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practises.

Knowledge, Experience and Training

- No specific qualifications required
- Basic understanding of health & safety procedures
- Common sense and a knowledge of efficient cleaning methods and materials.

Signed

Dated