



## JOB DESCRIPTION

<b>Job-title:</b>	<b>Cleaner based at Mid Suffolk Schools</b>
<b>Hours:</b>	Hours and times worked according to the needs of the school 43 weeks per year (term time plus 5 weeks)
<b>Grade:</b>	Grade 1 (spine point 2) this post will be pro-rata based on the full time equivalent £23,656 pa
<b>Accountable to:</b>	Operations and Facilities Manager through the Site Manager

***Oxlip Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment***

### Professional Duties

All staff employed at the Trust are expected to support the culture and ethos of the Trust as directed by the Chief Executive Officer.

All staff, including cleaning staff, are expected to accept, abide by, and promote the professional expectations and procedures of the Trust, and are expected to adhere to, and actively support, all policies.

All staff must undergo a Disclosure and Barring Service check and Safeguarding Training.

### Core Purpose

Under the direction of the Site Manager the post holder is responsible for ensuring the school buildings are cleaned to the standard required.

- To support the ethos and culture of the school and Trust
- To be responsible for the general cleanliness of the school, grounds and premises
- To support high standards of learning and achievement by providing a clean and safe environment

### Principal Responsibilities and Tasks

#### Health and Safety

In addition, all duties must be carried out in accordance with health and safety procedures, as follows:

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| <ul style="list-style-type: none"> <li>● Attend any necessary training relevant to the post</li> <li>● Wear personal protective equipment and clothing as appropriate, e.g. goggles when mixing chemicals and water, dust masks when cleaning pottery rooms, rubber gloves</li> </ul> | <ul style="list-style-type: none"> <li>● Correct use of colour coded equipment and consumables e.g. cloths, gloves to prevent cross contamination</li> <li>● Ensure that chemicals are handled, used and stored correctly and in accordance with COSHH guidelines</li> <li>● Use of 'dirty kit' in disposing of bodily fluids</li> <li>● In the event of an accident, refer to COSHH data sheet for guidance</li> </ul> |
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#### Professional Behaviour

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| <ul style="list-style-type: none"> <li>● To follow the guidelines as laid out in the Staff Code of Conduct procedures</li> </ul> | <ul style="list-style-type: none"> <li>● To engage actively in the performance review process</li> <li>● To show a record of excellent attendance and punctuality</li> </ul> |
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<b>Cleaning</b>	
<ul style="list-style-type: none"> <li>● Polishing and wiping available surfaces (e.g. tables, desks, shelves, work surfaces)</li> <li>● Dusting</li> <li>● Emptying and washing out dustbins and waste containers</li> <li>● Moving furniture so that floors can be cleaned</li> <li>● Vacuuming floors and material furniture</li> <li>● Sweeping, scrubbing, buffing, polishing or mopping floors as appropriate</li> <li>● Wiping or washing walls, lockers, window ledges, skirting boards, radiators, pipework and furniture etc, as required</li> </ul>	<ul style="list-style-type: none"> <li>● Straightening the furniture, closing windows, watering plants and leaving rooms looking tidy</li> <li>● Cleaning toilets, showers, sinks and washbasins and the surrounding areas</li> <li>● Cleaning windows and glass door panels</li> <li>● Removing chewing gum and graffiti</li> <li>● Keeping the cleaners' cupboard tidy</li> <li>● Looking after equipment and reporting any faults to the Site Manager or Operations and Facilities Manager</li> <li>● Further deep clean and maintenance during school holiday periods</li> </ul>

**PROFESSIONAL EXPECTATIONS**

All duties will be carried out within recognised procedures or guidelines. All problems will be referred to the Site Manager, who will be available for direction and guidance. The post holder will always refer matters of a contentious or discretionary nature to the Site Manager.

**NOTE:**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out. The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level / nature which is considered appropriate to the level of this post.

On occasions you may be asked to provide cover at one of the other Trust schools, this would be by mutual agreement and with as much notice as possible.

All duties will be carried out within the Trusts recognised procedures or guidelines, and may include ad hoc duties, which require some initiative. You will make day-to-day decisions about your own workload, within a clear framework. There will be some need to interpret information or situations and to solve straightforward problems. Problems will be referred to your line-manager, who will be available for direction and guidance.

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>● Basic understanding of cleaning processes</li> <li>● Awareness of Health and Safety requirements</li> <li>● Ability to read and understand instructions and guidance</li> <li>● Ability to keep written records</li> <li>● Basic numeracy</li> <li>● Ability to communicate clearly</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of Health and Safety policies and procedures (e.g. COSHH/manual handling/disposal of bodily waste/chemical safety/ machine competence).</li> </ul>