



## Turton and Edgworth Primary School

*We celebrate all successes in our happy, inclusive and aspirational school*

### JOB DESCRIPTION

<b>Job Title:</b>	Cleaner		
<b>Reports to:</b>	School Business Manager	<b>Grade:</b>	Grade B SCP 1-3 (£12.49/hour)
<b>Staff Responsibility for:</b>	N/A	<b>Term:</b>	Part time and Term Time only
<b>Additional:</b>	-		

#### JOB PURPOSE SUMMARY:

To work as part of a team to perform a variety of regular and one-off cleaning tasks and duties as directed by the site supervisor.

#### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards.
2. Take initiative to perform cleaning and tidying tasks that are not specifically contained within your designated area but require attention as part of maintaining overall high standards.
3. Liaise with Site Supervisor, and other members of staff as required to ensure the cleaning rota operates smoothly around the school.
4. Report cleaning supplies requirements and stock levels to the Site Supervisor.
5. Ensure Health & Safety, quality and general procedure compliance.
6. Work as part of a team and support other members of the staff to meet standards and school objectives.
7. Report any Health and Safety issues to the Site Supervisor.
8. To undergo designated training and actively pursue own personal development.
9. To comply with all Health and Safety requirements and wear appropriate clothing as required
10. Participate in new initiatives and future changes in service delivery improvements to support the aims and objectives of the school.
11. To attend on and off job training sessions as required by the Site Supervisor or Business Manager
12. To undertake any other duties that may be required for the effective operation of the establishment.
13. In addition to the duties outlined above, all employees are required to take care of their own and other people's health and safety.

### **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply our Health and Safety Policy.

### **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults. We expect all employees to understand and promote our Safeguarding Policy and procedures.

*This appointment is with Turton and Edgworth Primary School. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the Contract.*



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### PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	Evidence of Continuous Professional Development	<b>D</b>	✓	
2.				
3.				
<b>KNOWLEDGE, SKILLS AND EXPERIENCE</b>				
4.	Good customer care skills	<b>D</b>	✓	✓
5.	Knowledge of Health and Safety Regulations in relation to cleaning equipment and materials	<b>E</b>	✓	✓
6.	Knowledge of cleaning practices	<b>E</b>	✓	✓
7.	Attention to detail	<b>E</b>	✓	✓
8.	Oral and written communication skills	<b>E</b>	✓	✓
9.	Able to work under pressure and use own initiative	<b>E</b>	✓	✓
10.	Time management skills	<b>E</b>	✓	✓
11.	Able to work as part of a team	<b>E</b>	✓	✓
12.	Experience in a school environment	<b>D</b>	✓	✓
13.	Experience of health and safety risk assessment	<b>D</b>	✓	✓
14.	Knowledge of COSHH and the safe use of chemicals	<b>D</b>	✓	✓
<b>OTHER</b>				
15.	Willingness to clean any area of the school as requested	<b>E</b>	✓	✓
16.	Commitment to maintaining and providing a high-quality service	<b>E</b>	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
17.	Ensuring the cleanliness of the school building	E	✓	✓
18.	Tac and diplomacy in all interpersonal relationships with the public and colleagues at work	E	✓	✓
19.	Self-motivation and personal drive to complete tasks to required timescales and quality standards	E	✓	✓
20.	Professional demeanour and appearance	E	✓	✓
21.	Personal resilience, persistence and perseverance.	E	✓	✓
22.	Willingness to maintain confidentiality on all school matters	E	✓	✓
23.	Commitment to undertake professional development	D	✓	✓
24.	Honesty and integrity	E	✓	✓
25.	Likes children and young people	E	✓	✓
26.	Commitment to safeguarding and the welfare of children	E	✓	✓
27.	Commitment to equality and diversity	E	✓	✓
28.	Commitment to health and safety	E	✓	✓
29.	Commitment to attendance at work	E	✓	✓
30.	Flexible working approach in terms of duties and working hours/patterns	E	✓	✓
31.	Attend training courses, as and when required	E	✓	✓
32.	Display the school values and behaviours at all times and actively promote them in others.	E	✓	✓
33.	Personal resilience, persistence and perseverance.	E	✓	✓