

Job Description & Person Specification

Auxiliary Site support

Line Manager: Headteacher

Job Purpose

To provide a high standard of hygiene and cleanliness throughout the school.

The school cleaner will perform a variety of regular and one-off cleaning tasks and duties as directed by their supervisor/line manager.

Working Time

- Working hours to be discussed at interview.

Areas of Responsibilities & Key Tasks

Auxiliary Site support

- Be responsible for ensuring the cleanliness of all areas and for maintaining high and consistent standards
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
- Ensure Health & Safety, quality and general procedure compliance
- Work to meet standards and school objectives
- Report any Health and Safety issues to the Site Manager and Health and Safety Officer
- To take responsibility for the standard of cleanliness and hygiene of premises and equipment
- To follow the school's absence policy in the case of absence due to illness
- To attend any of the job training sessions as required
- To administer first aid in the case of a minor accident acting once completed first-aid training.
- To liaise with the Head Teacher and Senior Administrator of the school in dealing with problems and any other matters of concern
- To contribute as a member of a team to the ethos and environment of the school
- To adhere to need for confidentiality at all times
- To perform such other duties as reasonably requested by the Senior Leadership Team.
- To ensure compliance with Food Safety and Health & Safety Legislation
- To ensure that protective clothing is worn as and when required.

Pupil Care & Welfare

- Be familiar with and supporting all staff in following the school's safeguarding policy;
- Be aware of, and comply with, current policies and procedures relating to child protection; health & safety; confidentiality and data protection, reporting all concerns to the appropriate person;
- Have a commitment to collaboration and co-operative working where appropriate;

Essential

- Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.
- Knowledge of COSHH and the safe use of chemicals.
- Knowledge of cleaning best practises.
- Experience of undertaking a range of cleaning duties such as:



- Vacuuming
- Dusting
- Mopping
- Scrubbing
- Disposing of waste
- Replenishing consumables
- Good standard of personal hygiene
- Ability to work as part of a team
- Flexible approach to working
- Ability to build relationships with children & young people
- Resilience
- Ability to work on own initiative
- Willing to undertake training
- Ability to prioritise tasks

Personal Attributes

- Willingness to clean any area of the school as requested by the supervisor.
- Willingness to take personal responsibility for standard of work carried out.
- Willingness to participate in further training and development opportunities offered by the school, to further knowledge
- Willingness to maintain confidentiality on all school matters
- Will need to be able to manage some heavy lifting
- Work as part of a team

Skills

- Ability to work effectively and supportively as a member of the school team
- Ability to work in an organised and methodical manner
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to demonstrate commitment to Equal Opportunities
- Being physically capable
- Efficiency and discretion
- Honesty and integrity
- Motivation and flexibility
- Respect and professionalism
- Time management and multitasking
- Understanding and following safety rules
- Understanding and carrying out set tasks
- Understanding of health and safety regulations