



Millfield Primary School

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB DESCRIPTION Cleaner

Grade:	Scale 1A
Responsible to:	Site Manager
Direct Reports:	Cleaner in Charge
Indirect Reports:	
Job Description Issue Date:	
Postholder Name:	
Postholder Signature:	

Purpose of the Role

- To be responsible for cleaning certain parts of the school as allocated by the Cleaner in Charge (this may vary from time to time) and waste & recycling.

General Responsibilities

- Be familiar with and support the Trust's Vision, Values and Goals;
- Be aware of and comply with relevant policies and procedures, including those relating to safeguarding, health and safety, confidentiality and data protection;
- Embrace and celebrate diversity, ensuring equal opportunities for all;
- Contribute to the overall aims of the Trust;
- Behave in a professional manner at all times demonstrating mutual respect, good manners, politeness and common courtesies for all members of our community. We expect employees to behave in a manner that role models positive behaviours for our students;
- Ensure own continuous professional development, seeking active opportunities for innovative and effective practice; and
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

Specific Responsibilities

- Responsible for the daily sweeping and cleaning of the hall floor
- Responsible for weekly cleaning of the servery area moving tables and chairs to gain access.

Daily waste and recycling collections from classrooms
- You may be directed to clean elsewhere and undertake any work that falls within the range of cleaning. This includes dusting, emptying litter bins, picking up litter, sweeping, washing, vacuum cleaning, scrubbing, polishing, toilet/washing facilities cleaning in all areas of the establishment.
- Restock facilities such as soap and toilet rolls and paper towels.
- To use cleaning materials as instructed by the Cleaner in Charge
- Work to ensure and maintain Safety and Security of the building and those within it; store all equipment and materials used in the appropriate manner. Escalate any safety or security issues to the Cleaner in Charge in a timely manner.
- Report any faults with materials and or cleaning equipment as necessary to the Cleaner in Charge,

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to the Head Teacher.

Training

- To undertake all relevant and statutory training associated with the role and also working in a school environment.

Key Performance indicators

- Cleaning

Key Relationships (Internal and External)

- School based colleagues
- Trust Central Team

Notes

- This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of TEFAT. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed;
- The responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment; and
- Recruitment and induction practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Barred list and enhanced Disclosure and Barring Service (DBS) check.

Person Specification -Cleaner

	Essential	Desirable
Education and Qualifications		
Educated to GCSE level or equivalent (English and Maths A-C) or NVQT2		x
Knowledge and Experience		
Have a broad knowledge of cleaning	x	
Ability to maintain high standards of cleanliness	x	
Ability to prioritise work and manage time effectively	x	
Initiative and the ability to work without supervision	x	
Ability to communicate well and work as part of a team	x	
Be flexible to changing demands of the post.	x	
Pays good attention to detail	x	
Knowledge of Health and Safety issues (General) and Control of Substances Hazardous To Health (COSHH)		x
Professional Skills		
Good time management	x	
Honesty	x	
Consistency and attentiveness	x	
Versatility	x	
Discretion	x	
Pride	x	
Endurance	x	
Personal Qualities		
Friendly and 'can' do attitude	x	