



Job Description

Job Title:	School Cleaner (Level 1)
Responsible to:	Premises Manager/Assistant Site Managers
Job Purpose:	Under the direction and instruction of senior staff; provide a clean and hygienic school environment which meets specified cleaning standards.
Salary:	NJC grade Point 2

This job description is not exhaustive and other duties and responsibilities of a similar level and nature may be required from time to time.

MAIN DUTIES & RESPONSIBILITIES:

1. Ensure the maintenance of a clean and orderly working environment
2. Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
3. Undertake basic record keeping if required
4. Refill and replace consumables
5. Report faulty equipment and other maintenance requirements to appropriate personnel
6. Maintain the security of the school premises by securing entrances/exits as appropriate and reporting potential security breaches
7. Ensure lights and other equipment are switched off as appropriate
8. Maintain and arrange orderly and secure storage of supplies
9. Ensure cleanliness of equipment, check for quality and safety – reporting any faults to an appropriate senior person
10. Operate everyday equipment in accordance with instructions
11. Maintain specialist equipment, check for quality and safety and report damage to the appropriate person
12. Ensure safe use by self and others of equipment and materials
13. Ensure compliance by self and others with all health & safety policies and procedures
14. Create and maintain a purposeful, orderly and productive working environment
15. Promote and ensure the health & safety of pupils, staff and visitors
16. Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person
17. Contribute to the overall ethos, work and aims of the school
18. Appreciate and support the role of other professionals
19. Attend relevant meetings as required



20. Participate in training and other learning activities and performance development as required
21. Treat all users of the school with courtesy and consideration
22. Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
23. Comply with Health & Safety policies and procedures at all times
24. Promote and ensure the health and safety of school users at all times

Cleaning

1. Clean all surfaces, fixtures and fittings
2. Clean floors, walls, partitions and internal woodwork as appropriate
3. Clean toilets, changing rooms and other sanitary areas
4. Clean equipment after use
5. Undertake special cleaning programmes during school or other designated periods in compliance with the specification for the premises

Waste

1. Collect and bag up waste
2. Clean and maintain waste bins

Keswick School operates a no-smoking policy

This post requires an enhanced DBS check

Health & Safety:

The Health & Safety at Work Act 1974 and amendments state it is the responsibility of all employees to comply with Health & Safety Law. The post holder will be required to attend all statutory Health & Safety training as directed.

Location:

The post holder may be required to work at other locations from time to time. Reasonable notice of any such changes will be provided.

Confidentiality:

Staff and Pupil information is confidential. It is a condition of employment that any employees will not use or disclose any confidential information obtained during the course of their duties to any person or body other than as directed by their Line Manager.

This job description may be subject to change according to service needs, changes will be made in consultation with post holder.



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Head teacher: S. Jackson, M.A. (Oxon), M.Ed., FRSA
 Keswick School Multi Academy Trust
 a company limited by guarantee
 Registered in England: Company Number: 07664297
 Registered Office: Vicarage Hill, Keswick, Cumbria,
 CA12 5QB. Tel. 017687 72605
 Email: admin@keswick.cumbria.sch.uk
 Web: <http://www.keswick.cumbria.sch.uk>

Person Specification

Post Title: School Cleaner (Level 1)

Attribute/Criteria	Essential	Desirable
Education/Qualifications/Training	<i>This may include</i> <ul style="list-style-type: none"> Cleaning and support services N/SVQ Level 1 OR equivalent experience OR equivalent qualifications, or willingness to train to achieve these 	<i>This may include</i> <ul style="list-style-type: none"> COSHH
Knowledge & Experience	<i>This may include</i> <ul style="list-style-type: none"> General cleaning experience 	<i>This may include</i>
Skills & Abilities	<i>This may include</i> <ul style="list-style-type: none"> Willingness to use relevant equipment Basic First Aid knowledge as appropriate Willingness to gain knowledge of cleaning procedure required to meet specified cleaning standards Willingness to gain knowledge of Health & Safety procedures and precautions Willingness to gain awareness of COSHH regulations Willingness to gain awareness of health & hygiene procedures Ability to work on own or as part of a team 	<i>This may include</i>
Personal Qualities	<i>This may include</i> <ul style="list-style-type: none"> Ability to relate well to children and adults 	<i>This may include</i>



Sources of Assessment:

- Application form
- Performance at interview
- Verification of qualifications
- Original documents are required to be presented at interview when they are identified as essential criteria
- References



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