Job description

Job Title	Cleaner (JE0453)
Grade	A
Salary	FTE £20,658-£22,185 Pro rata £8,594 - £9,229
Hours per week	15 hours
Working hours	From 3:30 Mon-Fri during term time. Hours are as directed during school holidays.
Reports to	Site Managers

1. Purpose of Job

To undertake general cleaning duties to maintain a high standard of cleanliness within the school as directed and to assist in providing a clean, healthy and safe environment for all.

2. Key accountabilities/duties/responsibilities

- To carry out the cleaning, washing, sweeping, suction cleaning, emptying of litter bins, polishing and dusting of designated areas (which will include toilets and associated facilities), fixtures and fittings, in line with specified standards and as directed by the school's Site Managers

- Perform duties in line with health and safety regulations (COSHH) and take action where minor hazards are identified, reporting serious hazards to Site Managers immediately

- Operate and use cleaning equipment, such as floor polishers, deep cleaners, and materials safely and correctly ensuring adherence to the school's health and safety policy

- Store allocated equipment and materials safely and securely

- Refill and replace soap, towels and other materials taking stock from Site Managers

- May be a key holder to lock and unlock the building or parts of the building in order to undertake own duties

3. Promotion of Corporate Values

- To ensure that customer care is maintained to the agreed standards according to the school's values.

- To ensure that a high level of confidentiality is maintained in all aspects of work.

4. Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by the Site Managers.

This job description is not exhaustive and may change as the post or the needs of the school develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

5. The Council's Commitment to Equality

To deliver the school's commitment to equality of opportunity in the provision of its services.

All staff are expected to promote equality in the work place and in the services the school delivers.

Colindale Primary School is strongly committed to safeguarding and promoting the welfare of children and expects all staff to share that commitment. Our recruitment processes reflect our commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Check (DBS). The successful candidate with be required also to complete a disqualification by association declaration.

Person Specification

Job Title	Cleaner (JE0453)
Grade	A
Salary	FTE £20,658 - £22,185 Pro rata £8,594 - £9,229
Hours per week	15 hours
Working hours	From 3:30 Mon-Fri during term time. Hours are as directed during school holidays.
Reports to	Site Managers

Knowledge, training and experience

- Literacy and numeracy skills to enable basic work records to be kept
- Knowledge of school health and safety policy and COSHH regulations
- Knowledge of the safe use of cleaning equipment, and / or cleaning chemicals
- Able to use cleaning tools and equipment

Skills and abilities

Planning, organising and controlling skills

- Work within instructions to complete set and repetitive cleaning tasks to stated time and quality standards
- Carry out work that is highly specific in nature, for example, cleaning allocated area to set standards, collecting and disposing of waste, refilling/replacing soap, towels
- The ability to demonstrate a positive attitude and to work co-operatively with colleagues
- Good interpersonal skills
- Reliable with an excellent attendance and punctuality record
- Ability to use initiative and to prioritise in order to manage time effectively and efficiently
- Ability to be flexible in order to manage school priorities

- Ability to work to a high standard with or without direct supervision
- An ability to respect the property in the premises ensuring that property, resources and equipment are maintained to a high standard
- An ability to maintain confidentiality and discretion in all situations

Communication and influencing skills

- Use normal level of courtesy when dealing with other people, using tact and diplomacy
- Exchange straightforward information, ask questions and seek clarification regarding duties and/or requests for cleaning
- Provide straight forward information to colleagues and service users within defined guidelines, such as reporting hazards, faults in equipment
- Build and maintain effective working relationships with colleagues to ensure the appropriate level of service is provided
- Commitment to equal opportunities for all

Initiative and Innovation skills

- Follow pre-determined cleaning routines and standards and reports hazards or problems (with equipment, cleaning materials) to senior staff
- Deliver a direct service to meet school needs and health and safety requirements