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## GAINSBOROUGH PRIMARY SCHOOL

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### JOB DESCRIPTION



<b>Post Title:</b>	<b>Cleaner</b>
<b>Responsible to:</b>	<b>Executive Headteacher, Executive Principal</b>
<b>Accountable to:</b>	<b>Cleaner in Charge, Cluster Finance &amp; Admin Manager &amp; Site Manager</b>
<b>Manages:</b>	<b>not applicable</b>
<b>Based:</b>	<b>Gainsborough Primary School</b>
<b>Hours:</b>	<b>3 hours per day: 5.00am to 8.00am (Term-time only plus 3 weeks)</b>
<b>Scale:</b>	<b>2 points 3-4</b>
<b>Contacts:</b>	<b>Executive Principal, Executive Headteacher, Head of School, Assistant Headteacher, Senior Managers, Business &amp; Resource Manager, other school staff, pupils, the Local Authority, parents and caregivers, community, and relevant agencies.</b>

#### **JOB PURPOSE:**

- Undertake, normally as part of a team, the cleaning of designated areas within school premises to ensure that they are kept in a clean and hygienic condition. This will be by following a cleaning rota (under a separate cover) with daily, weekly and termly achieved components.

#### **MAIN DUTIES AND RESPONSIBILITIES:**

##### **Follow the Cleaning Rota:**

- Carry out duties which include: cleaning, washing, sweeping, vacuum cleaning, emptying litter bins, polishing and dusting of designated areas (which may include toilets and shower areas) and fixtures and fittings, using where appropriate powered equipment.
- Partake in termly deep cleaning in liaison with the cleaning supervisor.
- Comply with the Health & Safety guidelines of the school.
- Use and store products in a safe manner.
- The cleaning rota may vary between term time and school closure periods.

- Report hazards, such as fire hazards, breakages, blockages, etc.

**GENERAL:**

- This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder.
- The postholder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information.
- The postholder may be required to work outside normal school hours on occasion, with due notice.
- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their appointment form and are expected to disclose such information at the appointment interview.
- Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

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**PERSON SPECIFICATION**

**CLEANER**

		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Experience</b>	None		Yes
<b>Experience</b>	Experience of carrying out basic cleaning tasks	Yes	
<b>Knowledge</b>	To communicate clearly and be able to understand written and verbal instructions.	Yes	
<b>Skills and Abilities</b>	Understanding of the basic principles of health & safety in a school environment including COSHE	Yes	
	Ability to carry out the work under minimal supervision	Yes	
	Ability to adhere to working procedures and policies within the school environment	Yes	
	Ability to operate as part of a team or individually	Yes	
	Ability to perform the physical tasks required by the post, including lifting, carrying and pushing waste bins, cleaning trolleys and vacuum cleaners.	Yes	
	Ability to be able to move chairs, desks and other school furniture in order to undertake cleaning duties	Yes	
	Able to fulfil their cleaning rota within the required time period to the quality standard expected	Yes	
	Displays commitment to the protection and safeguarding of children and young people	Yes	
	To communicate clearly to all sections of the school community	Yes	

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**ACCEPTANCE OF POST**

**CLEANER**

**Date of issue** \_\_\_\_\_

**Signed by Headteacher** \_\_\_\_\_

**Print Headteacher** **JENNA CLARK**

**Signed by Post Holder** \_\_\_\_\_

**Print Post Holder** \_\_\_\_\_

**Return Date** \_\_\_\_\_