Barrow Hills
SCHOOL

Job Description – Cleaner

Overall Purpose

The cleaning team as a whole are responsible for maintaining high standards of cleanliness throughout the school to support the education on offer by the School. Each cleaner will be responsible for an area and will be expected to clean to the frequency and standard setout. At the direction of the Operations Manager cleaning staff will clean other areas as required. From time to time the Head or any member of the SMT team may also carry outspot checks on any aspect of cleanliness they feel is appropriate

To provide an excellent service to pupils, parents, colleagues, and other stakeholders.

Reporting to: The Operations Manager

Location: Barrow Hills School

Hours of work: Part time, 3.30pm – 7.30pm Monday to Friday, 52 weeks per annum to include School holiday periods. 39 weeks per annum (term-time plus) may be considered.

Main Duties and Responsibilities

Facilities

- To work as part of a team to perform a variety of regular and one-off cleaning tasksand duties.
- To maintain high standards when undertaking cleaning duties in order to ensure that buildings and their external areas present well at all times.
- Be responsible for a particular area of the School and clean their area to the frequency and standards set out.
- To use only the approved cleaning materials, economically and appropriately, in accordance with manufacturer's printed instructions and COSHH regulations. Chemicals should never be mixed with other chemicals or decanted into non authorised alternate storage bottles.
- To report cleaning supplies requirements and stock levels to the Operations Manager on a timely basis.
- To ensure that tools and equipment are in good working order, reporting any faults to the Operations Manager.
- If required, contribute to major/emergency cleaning tasks such as spring cleaning and cleaning in case of a medical outbreak.

- Ensure the collection of waste by emptying and cleaning bins and removing waste to designated area, including the separation of waste, i.e. recycling.
- Clean internal glass and internal and external door glass, where practical.
- Where appropriate, ensure windows and doors are closed and lights switched off.
- Use electrical and mechanical equipment, floor polishers etc. after appropriatetraining. Ensuring that all are kept in good working order and any faults are reportedto the Operations Manager.
- Maintaining a professional appearance, uniform being worn at all times and kept in a clean and tidy condition.

Health and Safety

- To ensure that all Health and Safety policies are adhered to when using equipment and cleaning chemicals.
- To be aware of their responsibilities for Health & Safety of themselves and others.
- To report all health and safety concerns identified during the course of work to the Operations Manager.
- To report all maintenance concerns identified during the course of work to the Operations Manager.

Training

- Participant in relevant staff meetings and training courses as identified and agreed.

Other

- To know, understand and apply the School's policy on Safeguarding Children/Child Protection Policy including EYFS and to ensure compliance for all areas of responsibility.
- To support the spiritual life and ethos of the School.

Person Specification

Physical
Able to carry out the physical demands of the role.

Experience

- Of undertaking a range of cleaning duties.
- Recent experience working or studying in a setting involving young people.
- Able to communicate clearly, understand and follow instructions.
- Ability to carry out general cleaning duties as detailed in the Job Description.
- Punctual and reliable.
- Ability to manage time effectively to complete tasks to a high level.
- Ability to prioritise work.
- Able to work with minimum supervision.
- Ability to work both alone and within a team to achieve specified standards.
- Take pride in a job well done.
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Behavioural Skills

- A team player: willing to roll up sleeves and get stuck in to clean any area of the School.
- Endeavours to apply high standards to all work undertaken.
- Able to work flexibly during the working day around the needs of the School
- Able to apply common sense
- Trustworthy, maintaining confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information