

PENRYN COLLEGE

JOB DESCRIPTION

Job title:	School Cleaner
Grade:	B £16,823 per annum, pro rata
Hours:	24.25 hours to be worked between 6 th and 14 th September
Responsible to:	School Operations Manager/Premises Manager
Direct Supervisory Responsibility:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships	<u>Internal:</u> Headteacher, teachers, support staff, pupils, Governors. <u>External:</u> Parent/Guardians, Visitors.

Main Purpose of the Role:

To undertake, individually or as part of a team, the cleaning of a designated area and ensure it is kept in a clean and hygienic condition.

Duties and Responsibilities:

1. Be responsible for cleaning certain areas of the school site as allocated by the School Operations Manager/Premises Manager.
2. Use cleaning materials as instructed by the School Operations Manager/Premises Manager.
3. Operate cleaning machinery in cleaning soft and hard surfaces e.g. vacuum cleaners and polishers.
4. To ensure desks, computers, keyboards, telephones etc are cleaned using appropriate products.
5. To clean door handles, door frames and other frequently touched surfaces are cleaned using appropriate products.
6. Carry out the following duties as required:-
 - Vacuum cleaning hard and soft floors
 - Spot cleaning of spillages
 - Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
 - Emptying and cleaning bins
 - Cleaning toilets including sanitary fittings and surrounds
 - Mopping and spray cleaning hard floor surfaces
 - Wiping and polishing and straightening furniture
 - Replenishing janitorial supplies in toilets etc.
 - All defects/hazards must be immediately reported to the School Operations Manager/Premises Manager.
 - Ensure correct policy and procedures are maintained including Health and Safety, COSHH, Manual Handling
 - Only use authorised cleaning materials, ensure the correct dilution rate as directed and used only for the purpose indicated
 - Ensure all PPE issued is worn at all times
 - Display wet floor signs when cleaning floors

General:

7. To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
8. To comply with individual responsibilities, in accordance with the role, for Health and Safety in the work place.
9. Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
10. To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
11. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection and GDPR).
12. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
13. To be responsible for your own continuing self-development, undertaking training as appropriate.
14. To undertake other duties appropriate to the grading of the post as required.

PENRYN COLLEGE

PERSON SPECIFICATION

Job Title: School Cleaner

Person Specification prepared by: HR Office

Date prepared: July 2020

Attributes	Essential	Desirable	How Identified
Relevant Experience	Previous cleaning experience in a similar environment	Health and Safety Training/Qualifications. Manual Handling Training/Qualifications.	Application
Education and Training		Good standard of literacy and numeracy equivalent to GSCE grade C/Level 4.	
Special Knowledge and Skills	Knowledge of cleaning standards and procedures. Ability to work on own initiative. Good communication and interpersonal skills. Ability to be a team player. Organisation and time management skills.		Application and interview
Any additional factors	Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people. Demonstrates an awareness, understanding and commitment to equal opportunities.		Application and interview