



St Edward's

CHEL TENHAM

JOB DESCRIPTION

Post Title:	Cleaner
Department:	Estates Department
Responsible to:	Facilities Supervisor
Hours per week:	15 hours per week
Weeks per annum:	Term Time plus 20 days during school holidays

The Role

The key function is to carry out cleaning activities to ensure that the school site is maintained to an excellent standard at all times. To provide a professional impression to all visitors, parents, pupils and staff. In addition, as a member of the Estates support staff, to undertake a range of duties concerned with the school premises and ancillary duties to support the operation of the school.

The Grounds & Maintenance Department

The Estate Manager is responsible for the cleanliness and security of the playing fields, grounds, buildings and equipment within the department, supported by a team of maintenance, cleaning and grounds staff.

Health & Safety

The school has a comprehensive policy statement on Health & Safety. This role will take all reasonable care for the health and safety of themselves, colleagues and all other people who could be affected by their acts or omissions at work. They will be expected to co-operate with the school's Health & Safety officer to enable them to fulfil their obligations.

Line Management

The Facilities Supervisor is the line manager for all Cleaning Staff.

Key Tasks

The job description does not form part of the contract of employment and may be varied in accordance with the demands of the role. The main duties and responsibilities are as follows:

Key Duties & Responsibilities

- Provide a high standard of cleanliness throughout the School sites
- Report any defects/issues to the Facilities Supervisor for example maintenance issues
- Ensure effective/safe and economical use of cleaning materials and equipment
- Advise the Facilities Supervisor when cleaning supplies need replenishing
- Participate in deep cleaning schedules, as required
- Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential or sensitive information

Health & Safety:

- Possess a sound understanding of legislation relating to chemicals and dangerous substances (COSHH)
- Ensure the highest standards of work are achieved in an efficient and timely manner.
- Ensure work areas are kept clean, tidy and secure at all times.

Other

- Undertake any other work as reasonably requested by the Estate Manager, Facilities Supervisor, Bursar or Head.
- Comply with all security procedures in place or introduced
- Be familiar with the school's Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children
- This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list

PERSON SPECIFICATION

The successful candidate will have the following skills and abilities:

Essential:

- Previous experience in a cleaning environment
- General willingness to put the school and team first
- Good interpersonal skills
- Smart appearance and a professional manner
- Honesty and reliability
- Self-motivation
- Good organisational ability
- Be capable of working under pressure and also on their own initiative as required
- A good team player
- Enjoy working in a school environment