

SUPPORT STAFF
JOB DESCRIPTION

ROLE TITLE	Cleaner
CONTRACTED HOURS	10 hours per week Monday, Tuesday, Thursday, Friday 3.30pm-4.30pm Wednesday 10.30am-4.30pm
LOCATION	Felixstowe School
GRADE / SCALE POINT - SALARY	Grade 2, Point 2
REPORTING TO	Operations Manager

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

Under the direction of the Operations Manager, the post holder is responsible for ensuring the school buildings are cleaned to the standard required.

There are no supervisory responsibilities, and all duties are carried out within recognised procedures or guidelines.

All problems, other than the most routine or straight forward, will be referred to the Operations Manager or the Caretaker on duty.



Cleaning

- General cleaning duties as directed and to specification, within designated area.
- Cleaning and maintenance during school closures in accordance with specification.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level / nature which is considered appropriate to the level of this post. Training may be given to enable this post holder to undertake the new/varied work.

In addition, all duties must be carried out in accordance with health and safety procedures, as follows:

- Wearing personal protective equipment and clothing e.g. goggles when mixing chemicals and water, dust masks when cleaning pottery rooms, rubber gloves
- Correct use of colour coded equipment and consumables e.g. cloths, gloves to prevent cross contamination
- Safe care and correct use of cleaning chemicals
- In the event of an accident, refer to COSHH data sheet for guidance

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Business Manager, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).



PERSON SPECIFICATION

- Knowledge of Health and Safety (COSHH/manual handling/disposal of bodily waste/chemical safety/ machine competence) desirable, but not essential
- Post holder is responsible for ensuring own work area is completed and maintained to required standards.
- Ability to communicate clearly.
- Be reliable and conscientious

PERSON SPECIFICATION

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Knowledge:		
Technical or specialist	<ul style="list-style-type: none"> Knowledge of Health and Safety (COSHH/manual handling/disposal of bodily waste/chemical safety/machine competence). 	
Literacy and numeracy	<ul style="list-style-type: none"> Literate (able to read health and safety data and site information). Basic numeracy for stock control and stock rotation (use by dates). 	
Organisational		<ul style="list-style-type: none"> Knowledge of health and safety policies and procedures, e.g. manual handling.
Knowledge and use of equipment	<ul style="list-style-type: none"> Use of range of cleaning equipment, including specialist items e.g. rotary machines, wet pick-up, scrubber/driers. 	
Mental Skills:		
Thinking creatively / Developing new ideas	<ul style="list-style-type: none"> Identifying areas of improvement within the site and contributing to changes in working practice. 	
Interpersonal & Communications Skills:		
Verbal and written communications skills (including use of languages)	<ul style="list-style-type: none"> Keep up to date written records. Ability to communicate clearly. 	

Physical skills:

Other manual skills

- Operation of cleaning equipment and completing cleaning tasks.

Criteria

Essential to basic performance of job

Required for fully competent performance of job

Other attributes:

Level of autonomy

- The work is covered by guidelines and procedures.
- The post holder will have regular contact with line manager.



EVALUATION NOTES

KNOWLEDGE

- Needs knowledge about health and safety policies and procedures – general and specific, e.g. may be required to undertake specific on the job training to gain knowledge of regulations for cleaning products/swimming pool chemicals etc.
- Will need to gain specific knowledge of cleaning equipment.

MENTAL SKILLS

- Problems solved are mainly straightforward in relation to ensuring work areas covered.
- Working to daily routine.

INTERPERSONAL AND COMMUNICATIONS

- Ability to communicate clearly with all colleagues.

PHYSICAL SKILLS

- Operation of cleaning equipment and completing cleaning tasks on daily basis.

INITIATIVE AND INDEPENDENCE

- Works to recognised procedures. Post holder is responsible for ensuring own work area is maintained to required standards.
- Ability to keep confidences especially if working in sensitive areas, e.g. headteacher's office.

PHYSICAL DEMANDS

- Daily physical demands due to nature of the role. Including mopping, polishing, scrubbing, bending and stretching to reach levels.

MENTAL DEMANDS

- Majority of tasks require sensory attention to ensure completed effectively and promoting safe environment.

EMOTIONAL DEMANDS

- Minimal emotional demands.

RESPONSIBILITY FOR PEOPLE

- Direct impact through provision of front line service to customers by users of the sites, providing clean and safe environment.

RESPONSIBILITY FOR SUPERVISION (EMPLOYEES)

- No direct responsibility, occasional needs to assist new staff.

RESPONSIBILITY FOR FINANCIAL RESOURCES

- Minimal direct responsibility for financial resources.

RESPONSIBILITY FOR PHYSICAL RESOURCES

- Responsibility for careful use and storage of equipment and consumables on daily basis.



WORKING CONDITIONS

- Daily exposure to disagreeable and unpleasant working conditions, e.g. toilet areas cleaning, handling chemicals and cleaning solutions (TD30 acid for toilets, Screen disinfectant), dust, dirt, grease, potential hazards in bins, human fluids, etc.