

# Fred Longworth High School Job Description



<b>Post Title:</b>	<b>Cleaner</b>
<b>Purpose:</b>	To undertake cleaning duties under the supervision of Site Manager / Cleaning Team Leader within the premises to ensure high standards of cleanliness in accordance with cleaning specifications and current Health and Safety Legislation.
<b>Reporting to:</b>	Site Manager, Director of Business & Finance, Senior Leadership Team, Trustees or other designated members of staff.
<b>Responsible for:</b>	No line management responsibility.
<b>Liaising with:</b>	Relevant staff which may include: Site Manager, Director of Business & Finance, Senior Leadership Team.
<b>Working Time:</b>	15-20 hours per week, Term Time plus 1 week. Plus possibility of occasional additional hours as required.  3-4 hours per day, Monday to Friday.
<b>Special Conditions of Service:</b>	May be required to work additional hours subject to service requirements.
<b>Salary/Grade:</b>	Grade 2 Pro Rata - £12.26 to £12.45
<b>Disclosure level:</b>	Enhanced

<b>Main Duties:</b>	<ul style="list-style-type: none"> <li>• To work as part of a team to carry out the cleaning of the school in a designated area or other areas of school as directed by the Cleaning Team Leader.</li> <li>• To clean, wash, sweep, polish, dust, empty litter bins in designated areas including toilet and associated facilities, and fixtures and fittings using, where appropriate, powered equipment.</li> <li>• To understand and follow cleaning schedules and instructions.</li> <li>• To operate to formal work practices and procedures at all times.</li> <li>• To become conversant with the operation and maintenance of cleaning and maintenance equipment.</li> <li>• To liaise politely and effectively with staff, students and visitors to the school.</li> <li>• To wear at all times any uniform and identification provided.</li> <li>• To ensure protective clothing including rubber gloves are worn at all times to comply with Health and Safety Regulations.</li> <li>• To use materials and equipment in a safe manner with regard to self, other employees, students and visitors and to report any concerns, faults and defects to the Cleaning Team Leader.</li> <li>• To be responsible for the health, safety and welfare of self and colleagues in accordance with school's Health &amp; Safety policies and procedures and current legislation, including COSHH regulations.</li> <li>• To assist in the storage and stock control of cleaning supplies.</li> <li>• To fulfil personal requirements where appropriate with regard to all school policies and procedures, including equal opportunities, customer care, emergency evacuation, security and standards in relation to the work place.</li> </ul>
<b>Staff Development:</b>	<ul style="list-style-type: none"> <li>• The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the school's current policies and procedures.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• Comply with the relevant Quality Assurance standards of the cleaning sector.</li> <li>• Ensure work is completed in specified timescales.</li> <li>• To understand and implement Customer Care standards.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• Co-operate with other team members and colleagues in order to develop and maintain effective working relationships.</li> <li>• Establish and maintain effective communication with all external contacts as appropriate.</li> <li>• Follow agreed policies for communications in the school.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• Positively promote the image of the school.</li> <li>• To provide at all times a welcoming environment and high level of customer service to students, staff and visitors.</li> </ul>
<b>Ethos:</b>	<ul style="list-style-type: none"> <li>• Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.</li> <li>• Promote actively the school's corporate policies and procedures.</li> <li>• Comply with the school's health and safety policy, working at all times in a manner that will ensure your own personal safety and that of other, including reporting of identified hazards and to undertake risk assessments as appropriate.</li> <li>• To continue personal development in the relevant area.</li> </ul>

<b>Other:</b>	<ul style="list-style-type: none"><li>• The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</li><li>• This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.</li><li>• This job description forms part of the contract of employment of the person appointed to the post.</li><li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li><li>• Fred Longworth High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires enhanced Disclosure and Barring Service clearance.</li></ul>
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November 2023

**PERSON SPECIFICATION**

**JOB TITLE:** Cleaner  
**GRADE:** Grade 2

<b>CRITERIA</b>	<b>DESIRABLE</b>	<b>ESSENTIAL</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications</b>	NVQ level 1/2 or equivalent  First Aid qualification  Health and Safety qualification	Willing to obtain desirable qualifications	Application/Interview
<b>Experience</b>	Previous cleaning experience in a large organisation	Cleaning experience in any environment	Application
<b>Job Related Knowledge</b>		Awareness of health and safety issues/ responsibilities	Interview
<b>Skills and Aptitudes</b>	Ability to prioritise and complete tasks to deadlines	Flexible approach to work  Enthusiasm  Reliable	Interview
<b>Other Requirements</b>		Good record of attendance	Application