

Trading Ltd



Company No 8079474

Registered Office: c/o Bridgewater High School, Broomfields Road, Appleton, Warrington, Cheshire WA4 3AE

**JOB DESCRIPTION**

**Post Title** School Cleaner

**Grade:** £7.20/hour

**Directly Responsible To**: Premises Manager

**Location of Work**: Bridgewater High School - Upper and Lower Sites

**Hours of Duty**: 3hours/day from 3.30pm (plus holiday working)

**Primary Purpose and Scope of the Job:**

The job purpose is to undertake the cleaning of designated areas in accordance with instructions. The post holder will work as part of the premises team by providing a cleaning service after school hours and in the holidays, maintaining the school in a safe and hygienic condition at all times and providing general assistance to the premises team as required.

**WORKING RELATIONSHIPS**

Premises Manager and Premises Team

**KEY TASKS AND ACCOUNTABILITIES**

1. The post holder must carry out the duties with full regard to the School’s Performance Plan, Equality and Diversity Policy and Health and Safety Policy.
2. Carry out all duties with due regard to confidentiality and data protection regulations.
3. Carry out all duties maintaining the highest levels of customer care and service and adhering to the schools’ safeguarding and security policies at all times
4. The post holder is responsible for the safeguarding and promotion of the welfare of children.
5. Carry out designated cleaning duties ensuring the school site is kept in a clean and hygienic condition particularly corridors, toilets and washroom areas and other general areas involving duties such as emptying litter bins, cleaning polishing and dusting of designated areas.
6. Training will be given on all aspects of the role, after which the post holder would be expected to carry out daily duties unsupervised where appropriate.
7. The post holder may be required to move between sites as required to fulfil cleaning duties.
8. The post holder is required to report any building maintenance or safety issues to the Deputy Supervisor.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

**Date Job Description prepared/revised: 8/9/2016**

**Prepared/revised by: Adrienne Laing**

**PERSON SPECIFICATION**

**POST TITLE: School Cleaner**

**GRADE: £7.20/hour**

**\* E = Essential, D = Desirable**

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| **Area** | **Required\*** |
| **Experience**  Experience in carrying out routine cleaning and basic caretaking tasks  Experience of working in an educational environment | E/D  E/D |
| **Skills**  Well organised and able to work to deadlines  Able to prioritise and work on own initiative and unsupervised  Basic Knowledge of Health and Safety  Ability to follow instructions  Ability to work as part of a team | E  E  E  E  E  E |
| **Qualifications**  Minimum educational qualifications of 5 GCSEs or equivalent | D |
| **Other Requirements**  The post holder will be required to obtain an enhanced DBS clearance | E |
| **Professional Values and Practice**  Ability to demonstrate reliability and integrity  Ability to work collaboratively with colleagues, knowing when to seek help and advice  Ability to work flexibly and to manage time effectively  Willingness to undertake training and development relevant to the performance of the role  Ability to manage the physical demands of the role  Able to improve own practice through observations, evaluation and discussion. | E  E  E  E  E  E |
| **Commitment to Equal Opportunities**  Ability to understand and demonstrate commitment to equality and diversity | E |