

<b><u>JOB DESCRIPTION</u></b>	
<b>JOB TITLE</b>	Cleaner/Casual Cleaner
<b>DEPARTMENT</b>	Housekeeping
<b>SECTION</b>	N/A
<b>REPORTS TO</b>	Cleaning Manager
<b>RESPONSIBLE FOR</b>	N/A

<b>JOB SUMMARY</b>
To provide the highest standard of hygiene and cleanliness throughout Brambletye School.

<b>KEY DUTIES AND RESPONSIBILITIES</b>
<p><b><u>Duties and Key Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards;</li> <li>• Take initiative to perform cleaning and tidying tasks that you are not specifically instructed to do but require attention as part of maintaining the overall high cleanliness standard of the School;</li> <li>• Perform all cleaning tasks as per specification and to the required standard;</li> <li>• Ensure all Health and Safety and general procedure compliance, reporting any issues to the Cleaning Manager; and</li> <li>• Keep machinery and equipment in good working order and report any issues and/or cleaning supplies requirements to the Cleaning Manager.</li> </ul> <p><b><u>Expectations</u></b></p> <ul style="list-style-type: none"> <li>• Be polite, courteous and professional at all times;</li> <li>• Be flexible and helpful to colleagues;</li> <li>• Maintain a positive and professional image by wearing your uniform at all times in the correct manner whilst at work;</li> <li>• Be punctual for work; and</li> <li>• Follow reasonable management instructions at all times.</li> </ul> <p><b><u>Additional Responsibilities and Professional Duties</u></b></p> <ul style="list-style-type: none"> <li>• Support and foster the aims of the school;</li> <li>• Be familiar with the contents of the Code of Conduct and other relevant school policies;</li> <li>• Adhere to the school's Data Protection and Privacy Policy;</li> <li>• Be familiar with the school's health and safety guidance and be responsible for personal health and safety and that of the pupils; and</li> <li>• Carry out reasonable additional duties as required by the Cleaning Manager, commensurate with the post.</li> </ul> <p><b><u>Safeguarding</u></b></p> <ul style="list-style-type: none"> <li>• Complete an enhanced Disclosure and Barring Check (DBS);</li> </ul>

- Complete relevant training e.g. Child Protection, Prevent; and
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

If during the course of time the duties and responsibilities detailed should change, the Job Description will be reviewed and amended in consultation with the post holder.

<b>PERSON SPECIFICATION</b>		
<b>CRITERIA</b>	<b>Essential</b>	<b>Desirable</b>
Previous cleaning experience of undertaking range of cleaning duties – vacuuming, dusting, mopping scrubbing, buffing, disposing of waste etc.		X
Some previous knowledge of COSHH and safe use of chemicals		X
Some previous knowledge of Health and Safety regulations relating to the operation of cleaning equipment and the dilution of chemicals		X
Knowledge of cleaning best practices		X
Flexible approach to work and a willingness to clean any area of the School as requested by the Cleaning Manager	X	
Willingness to take personal responsibility for the standard of cleaning work carried out	X	
Reliable, punctual and trustworthy	X	
Good interpersonal skills	X	
Understand and follow rules and procedures e.g. safety rules, health and safety regulations etc.	X	
Presentable, smart in appearance and professional conduct	X	
Efficient with good time management skills	X	
Ability to work in an organised and methodical manner	X	
Calm, efficient and able to work under pressure	X	
Able to work as part of the school cleaning team, considerate of others	X	
Self-motivated, able to work without supervision when required	X	
Able to carry out the more physical aspects of the position when required	X	
Confidentiality and diplomacy regarding school matters	X	
Honesty and integrity	X	
Sense of humour	X	
Willingness to participate in further training and development opportunities offered by the School	X	

Job Description Last Reviewed and Updated:

August 2021  
NSH (Bursar)  
HW (HR Manager)