

SUPPORT STAFF

JOB DESCRIPTION

ROLE TITLE	Cleaner
LOCATION	Thomas Gainsborough School
GRADE / SCALE POINT – SALARY	Grade 2 (below the bar)
SUPERVISED BY	Facilities and Maintenance Supervisor
HOURS OF DUTIES	12.5 hours per week, 43 weeks per year– Monday to Friday during term time plus holiday hours
SHIFT PATTERNS	15:30 – 18:00

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

The Caretaking and Cleaning Team as a whole are responsible for maintaining high standards throughout the school. Each cleaner will be responsible for an area and will be expected to clean to the frequency and standards set out. At the direction of the Facilities and Maintenance Supervisors, cleaning staff will clean other areas as required within the contractual hours.

The Headteacher will delegate the monitoring of the cleaners to the Premises Manager, and it is his/her responsibility to ensure that high standards of cleanliness are reached and maintained.

KEY TASKS & RESPONSIBILITIES

Toilet and Cloakroom Areas

- Clean lavatory basins with appropriate cleaner provided
- Clean inside and outside surrounds of sinks
- Clean taps
- Refill toilet dispensers in all cubicles
- Wipe tiles
- Polish mirrors
- Wipe paintwork
- Empty rubbish bins
- Clean and mop floor with appropriate cleaner provided

Classrooms / Group rooms / Music rooms / Theatres / Staffroom / Meeting Rooms / Library areas / Science rooms / Offices / Art rooms / Technology rooms / Sports facilities

- Vacuum carpets
- Hard floors – sweep or vacuum then wash
- Furniture / desks / tables – wash / dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures and fittings – dust and damp wipe (incl. Skirting, pipes, window ledges etc.)
- Bins – empty daily and damp wipe when needed

- Clean inside and outside surrounds of sinks
- Doors / Walls – remove marks from glass, doors and walls
- Clean telephones
- Remove all chewing gum from floors and furniture

Corridors / Stairs

- Vacuum carpets
- Sweep and mop floors
- Fixtures and fittings – dust and damp wipe (incl. skirting, pipes, window ledges, banisters etc.)
- Doors and walls – remove marks from glass, doors and walls
- Dust and clean lockers

Kitchens

- Clean and disinfect sinks inside and outside with appropriate cleaner
- Wipe and disinfect all work surfaces, kitchen units and tiles
- Wipe windowsills, hand dryers etc
- Clean and disinfect the outside of ovens, washing machines, fridges, dishwashers etc.
- Fixtures and fittings – dust and damp wipe (incl. skirting, pipes etc.)
- Clean and mop floor with appropriate cleaner

Additional Responsibilities

- Undertake any duties reasonably requested by the Headteacher/Premises Manager

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 Headteacher, 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).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.

5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

Skills / Abilities / Knowledge

- Ability to carry out general cleaning duties as detailed in the Job Description
- Is punctual and reliable
- Ability to manage time effectively to complete tasks to a high level
- Ability to prioritise work
- Able to work with minimum supervision
- Ability to work alone and within a team to achieve specified standards
- Be flexible to changing demands of the post
- Take pride in a job well done
- Ability to respect and value the different experiences, ideas and backgrounds others can bring to work and teams
- Have an awareness of and display a commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people
- To undertake any training relevant to your role