



THE
KING'S
SCHOOL
GRANTHAM



Early Evening Cleaner

(15 hours per week)

JOB DESCRIPTION & PERSON SPECIFICATION

GRADE

GLEA Grade 1, Points 2-3

Responsible to:

School Business Leader, Estates Leader, Cleaning Team Leader & Cleaning Supervisor

Working arrangement:

3.30pm to 6.30pm Monday to Friday

15 hours per week for 39 weeks (which includes 38 weeks of term time plus 15 additional hours to be worked during times of school closure).

PRINCIPAL FUNCTION

To work in specified areas and to undertake in the term time daily routine cleaning of areas allocated at the main school site. The aim is to maintain the school in a safe and hygienic condition by regular and thorough cleaning. High standards of work, co-operation and teamwork are required. Individual cleaners are expected to use their experience and common sense to decide the level of cleaning required on a particular day, in line with expectations of the school, and to divide their time between the various tasks to maintain the overall standard.

Collecting loose rubbish and emptying waste bins. Carrying rubbish to the central skip area.

Cleaning carpeted floors with mechanical cleaners or hand brushing.

Washing non-carpeted floors with hand tools or cleaning machines.

Applying suitable cleaners and polishes as required.

Cleaning walls up to shoulder height where necessary.

Cleaning the interior of windows as required. (It should be noted that there is a separate contract for cleaning the inside and outside of all school windows).

Cleaning chairs and desks as required.

Cleaning doors, including glass doors, skirting boards and other paintwork as necessary.

Washing down and cleaning sinks and sink surrounds.

Cleaning toilets, both staff and student facilities.

Other cleaning tasks, including cleaning up any spills or other mess as required.

Dusting and brushing horizontal surfaces, pictures and other features.

Tidying up on completion of work, washing cleaning equipment where necessary and putting equipment, tools and cleaning materials away in authorised storage.

MANAGEMENT OF
PEOPLE

No management of people is required.

CREATIVITY AND
INNOVATION

The roles will be carried out within policies and procedures governing the school. The postholder may need to be creative when responding to issues and problems raised by teachers, pupils or parents, innovation in finding suitable solutions e.g. when there has been a spillage which renders an area unsafe for pedestrians.

CONTACTS AND
RELATIONSHIPS

Regular contact with Supervisors and potential for daily contact with pupils, staff and parents and others who may be visiting.

DECISIONS

The postholder may need to make decisions but within guidelines provided.

RESOURCES

The postholder is responsible for the safekeeping of all cleaning materials and equipment.

Individual cleaners have a responsibility shared with the management to maintain and look after their own safety. The aim of Health and Safety is to maintain a safe place in which to work. If any cleaner has any doubts as to the correct methods to use or the potential hazards of any of the products that he or she is using then they must ask. Specifically:

1. Cleaners may only use authorised materials. They should be familiar with the recommended methods of mixing and using these materials. They should also be aware of any hazards of using or storing these materials and what to do in the event of an accident. Full details of each material and the actions required to keep it safe are in the COSHH assessment sheets. These are held by the Estates Manager.
2. When washing or putting any substances on floors suitable 'Caution' signs must be set up, and the operator take reasonable precautions against slipping.
3. Cleaning products should not be mixed unless specifically recommended. All spray bottles and other unofficial containers must be clearly marked with the contents. All spray bottles and other bulk quantities of cleaning products must be locked away in authorised cupboards after use. When necessary cleaners must wear suitable protective clothing, gloves, goggles and masks. (see COSHH assessment sheets).
4. When using an electrical appliance, before switching on, first of all check the plug and lead for any damage and the machine for any obvious signs of damage.
5. Watch out for any trailing electrical leads against being caught in the machine or as a tripping hazard.
6. On completion of using an electrical machine the lead must be coiled up neatly and the machine put away in its proper storage.
7. Cleaners should not attempt to lift any heavy furniture. If it is necessary to move something heavy, then they must ask for assistance.
8. Cleaners should not climb on chairs or tables as part of the cleaning task.
9. Cleaners are responsible for looking after their own equipment ensuring that it is washed out, cleaned and put away properly at the end of the working day.
10. Cleaners must also ensure that if any wedges have been put under doors to facilitate cleaning work or prevent electrical leads from being trapped in doors, they **MUST** be removed as soon as that particular job is complete.
11. Broken glass or sharp products should be put into separate box containers and not into plastic bags. Cleaners should also take care when carrying plastic bags of rubbish that they do not have any sharp projections which could cause injury.

Cleaners cover the whole area of the school and may well be the first to notice any potential hazards or deterioration which could cause a potential hazard in the future. These **MUST** be reported to the supervisor as soon as they are noticed.

**WORK
ENVIRONMENT**

The postholder will work the full 39 weeks of term time plus 15 additional hours to be agreed (these may be in times of school closure). They may also wish to volunteer for further weeks cleaning during the school holiday periods as requested by the school.

In the normal shift pattern, there are no breaks. There is strictly **NO SMOKING** on the school premises or in sight of students whilst they are on site.

Cleaners are allocated responsibilities for specific tasks by a Line Manager.

Cleaners should only clean at shoulder height or above with appropriate long handled tools and they are not normally required to climb ladders or steps. There may be occasions when they will be asked if they are willing to work at higher levels under close supervision.

Cleaners must be prepared to move light furniture, including desks and tables to assist them with their cleaning tasks.

All cleaners must be prepared to use chemical cleaners provided in accordance with the makers instructions and to be capable of using mechanical equipment provided.

Whilst working in any building, doors must be kept locked to prevent unauthorised access. On leaving the building they must check that it is left in a safe and secure state. Leave tidy, **CLOSE WINDOWS**, switch off lights and lock up.

**KNOWLEDGE AND
SKILLS**

Desirable to have commercial cleaning experience and be able to work to tight deadlines for the cleaning role.

SAFEGUARDING

This role involves regulated activity with children. The post holder must be familiar with and comply with policies and procedures relating to child protection and promote the welfare of students.

The post holder will require an enhanced check from the Disclosure and Barring Service (DBS) included a check of the children's barred list.

GENERAL

Equal Opportunities - The postholder is required to carry out the duties in accordance with School Equality policy.

Health and Safety - The postholder is required to carry out the duties in accordance with the School's Health and Safety policies and procedures.

The duties and responsibilities in this job description are not exhaustive the postholder will be required to undertake other duties that are required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

NOTE:

This job description is current as of the date shown but it may be modified by the Head Master - in consultation with you - to reflect or anticipate changes in your role, commensurate with your grade and job title.

This job description does not form part of the contract of employment. It outlines the ways in which the postholder is expected and required to perform and it lists the particular duties that tutors are required to undertake.

Agreed by:	Date:
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PERSON SPECIFICATION

The following criteria will be used in the selection of the post.

		Essential	Desirable
Experience	Working in an educational environment		✓
	Excellent time management skills	✓	
	Understanding and application of Health and Safety issues	✓	
	Proven experience of cleaning in a commercial environment		✓
Qualities, values and skills	Commitment to safeguarding and the best interests of pupils	✓	
	Demonstrable commitment to ensuring that a team works collaboratively	✓	
	Ability to prioritise instructions under pressure and to be self-motivating	✓	
	High levels of energy and stamina	✓	
	Resilience and enthusiasm	✓	
	Good awareness of self-limits and potential		✓
	Honesty, Integrity and Calmness under pressure	✓	
Qualifications and Training	Ability to understand instructions and perform given tasks	✓	
	Up to date knowledge and skills		✓
	Enhanced DBS check	✓	
	Appropriate training		✓