

HESTON COMMUNITY SCHOOL  
JOB DESCRIPTION: SCHOOL CLEANER

<b>Post Title</b>	<b>School Cleaner</b>
<b>Reporting to:</b>	<b>Cleaning Supervisor, Site Manager</b>
<b>Disclosure Level:</b>	<b>Enhanced</b>
<b>Salary/Grade:</b>	<b>Scale 1b (Pt 7) 10hrs per week £4,336</b>

**JOB PURPOSE:**

The school is seeking to appoint, as soon as possible, a cleaner with personal Qualities and skills of the highest order to compliment the work currently being done by the school site team.

The school cleaner will work as part of a team to perform a variety of regular and one - off cleaning tasks ad duties as directed by their supervisor/line manager. Heston Community School is a very successful well-presented, well maintained Secondary School

Heston community school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will have to meet the requirements of the person specified in order to be offered the post and will be subject to an enhanced DBS check.

**Key Tasks and Accountabilities will include the following:**

**Purpose:**

- To provide a high standard of hygiene and cleanliness throughout the school.
- Main responsibilities:
- Be responsible for ensuring the cleanliness of your designated area and maintaining high and consistent standards.
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
- Liaise with Supervisor, Site Manager and School Caretakers and other members of staff as required to ensure the cleaning rota operates smoothly around both school events and outside lets.
- Reporting cleaning supplies requirements and stock levels to line manager.
- Ensure Health and Safety, quality and general procedure compliance.
- Work as part of a team and support other members of the cleaning team to meet standards and school objectives.
- Report any Health and Safety issues to the Supervisor, Site Manager and School Caretakers

**Person specification**

**Knowledge**

- Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.
- Knowledge of COSHH and the safe use of chemicals
- Knowledge of cleaning best practises.

## **Experience**

- Experience of undertaking a range of cleaning duties
- Vacuuming
- Dusting
- Mopping
- Scrubbing
- Buffing
- Disposing of waste
- Replenishing consumables

## **Personal attributes**

- Willingness to clean any area of the school as requested by the supervisor.
- Willingness to take personal responsibility for standard of work carried out
- Willingness to participate in further training and development opportunities offered by the school, to further knowledge.
- Willingness to maintain confidentiality on all school matters
- Will need to be able to manage some heavy lifting
- Work as part of a team

## **Skills**

- Ability to work effectively and supportively as a member of the school team
- Ability to work in an organised and methodical manner
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to demonstrate commitment to equal opportunities
- Being physically capable
- Communication, math and reading
- Customer service and sound judgement
- Efficiency and discretion
- Honesty and integrity
- Motivation and flexibility
- Respect and professionalism
- Time management and multitasking
- Understanding and following safety rules
- Understanding and carrying out set tasks
- Understanding of health and safety regulations.

## **Review**

This Job Profile is current at the date shown but may be subject to modification or amendment at any time, after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

Heston Community School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services [DBS].

This Job Profile is current at the date shown but, in consultation with you, may be changed by your Line Manager, Facilities and Premises Manager and Academy Business Manager, to reflect or anticipate changes in the job commensurate with the salary and job title. This Job Profile should be read in conjunction with the generic Job Description for Support Staff.

The details contained in the Job Profile reflect the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job. All work performed and duties undertaken must be carried out in accordance with relevant School policies and procedures and with regard to the need for our customers and the diverse community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by the Line Manager, Business Manager or Headteacher.

***Heston Community School is committed to working in wider partnership which will promote wellbeing outcomes for young people.***

## **Safeguarding Children**

### Context:

All staff are part of a whole school Team. They are required to support the values and ethos of the School and school priorities as defined in the School Development Plan.

This will mean focusing on the needs of colleagues, parents/carers and students and being flexible in a busy and pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 [2] of the Rehabilitation of Offenders 1974 [Exemptions] [Amendments] Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the School. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

**The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.**