



King Edward's

WITLEY

Job Description – Cleaner (Part time)

Overall Purpose

The cleaning team as a whole are responsible for maintaining high standards of cleanliness throughout the School to support the education offered by the School. Each cleaner will be responsible for an area and will be expected to clean to the frequency and standard set out. At the discretion of the Facilities Manager or the Facilities Supervisor, cleaning staff will clean other areas as required. From time to time the Head or any member of the SMT may also carry out spot checks on any aspect of cleanliness they feel is appropriate.

To provide an excellent service to pupils, parents, colleagues, and other stakeholders.

Reporting to: The Facilities Manager and the Facilities Supervisor

Location: King Edward's School Witley and Barrow Hills School if required

Hours of work: Part time, 52 weeks per annum to include School holiday periods, 5 days per week either 6am – 12 or 2pm – 8pm Monday to Friday.

Annual leave: 30 days including Bank Holidays, rising to 35 days including Bank Holidays after 5 years' service to be taken as agreed with the Facilities Manager.

Main Duties and Responsibilities

Facilities

- To work as part of a team to perform a variety of regular and one-off cleaning tasks and duties.
- To maintain high standards when undertaking cleaning duties to ensure that buildings and their external areas present well at all times.
- Be responsible for a particular area of the School and clean their area to the frequency and standards set out.
- To use only the approved cleaning materials, economically and appropriately, in accordance with manufacturer's printed instructions and COSHH regulations. Chemicals should never be mixed with other chemicals or decanted into non authorised alternate storage bottles.

- To report cleaning supplies requirements and stock levels to the Facilities Manager or Facilities Supervisor on a timely basis.
- To ensure that tools and equipment are in good working order, reporting any faults to the Facilities Manager or Facilities Supervisor.
- If required, contribute to major/emergency cleaning tasks such as spring cleaning and cleaning in case of a medical outbreak.
- To support cleaning team at Barrow Hills School if required.
- Ensure the collection of waste by emptying and cleaning bins and removing waste to designated area, including the separation of waste, i.e., recycling.
- Clean internal glass and internal and external door glass, where practical.
- Assist with light Porter duties as required.
- Where appropriate, ensure windows and doors are closed and lights switched off.
- Use electrical and mechanical equipment, floor polishers etc. after appropriate training. Ensuring that all are kept in good working order and any faults are reported to the Facilities Manager.
- Maintaining a professional appearance, uniform being worn at all times and kept in a clean and tidy condition.

Health and Safety

- To ensure that all Health and Safety policies are adhered to when using equipment and cleaning chemicals.
- To be aware of their responsibilities for Health & Safety of themselves and others.
- To report all health and safety concerns identified during the course of work to the Facilities Manager or Facilities Supervisor.
- To report all maintenance concerns identified during the course of work to the Facilities Manager or Facilities Supervisor.

Training

- Participant in relevant staff meetings and training courses as identified and agreed.

Other

- To know, understand and apply the School's policy on Safeguarding Children/Child Protection Policy including EYFS and to ensure compliance for all areas of responsibility.
- To support the spiritual life and ethos of the School.

Person Specification

Essential

- Able to carry out the physical demands of the role
- Proven ability to effectively manage a team.
- Able to undertake a range of cleaning duties.
- Able to communicate clearly, understand, issue and follow instructions.
- Punctual, dependable, and able to manage time effectively to prioritise, delegate and complete tasks to a high level.
- Skilled to be able to work both alone and within a team to achieve specified standards.
- Take pride in a job well done.

Desirable

- Recent experience working or studying in a setting involving young people.