

Ryhope Infant School Academy



Job Description

Job title: Cleaner
Grade: NJC Point 1
Hours: 10 Hours per Week – All year round
Responsible to: School Business Manager via the Site Supervisor

Purpose of Post:

- To ensure the delivery of services in accordance with school service standards, policies and procedures.
- The cleaning of classrooms, corridors, offices, toilets and changing facilities, as directed and in accordance with the cleaning schedule, to ensure that they are kept clean and hygienic.
- To take an active role in the Premises team.

Professional Responsibilities:

The post holder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below.

Main Duties

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exclusive or exhaustive and other duties of a similar nature and level may be required from time to time.

- To undertake the cleaning of designated areas, in accordance with agreed specifications and including fixtures and fittings, including:
 - Emptying waste bins and removing waste to the designated area
 - Washing with mops and cloths
 - Sweeping hard surfaces with brushes and sweeping mops
 - Vacuum cleaning carpeted areas
 - Floor polishing/buffing/spray cleaning using mechanical aids as appropriate
 - Dusting all fixtures and fittings
 - Cleaning toilets, basins, sinks and mirrors
 - Cleaning staff kitchen and breakout areas
 - Washing toys and soft furnishing
 - Using washing machines/dryers/dishwashers
 - Cleaning and sanitising an area following sickness
- To carry out all duties to a high standard working as part of a team and to be able to use own initiative.
- Ensure the safe use of cleaning chemicals and their storage, with an awareness of COSHH.
- Ensure that strict control is observed in materials used including dilution ratios and are not accessible to children.
- To report to the site supervisor any damages/vandalism noted or repairs that are required on a daily basis e.g. broken light fitting.
- To report any faults in relation to equipment to the Site Supervisor on a daily basis.
- Stock control and ordering supplies alongside the Site Supervisor, in line with academy policy
- The role will involve some operation of mechanical cleaning equipment, as required and regular stooping, bending, lifting and carrying of cleaning materials.
- Ensure that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- To work within a team to contribute to the co-ordination of all cleaning tasks.
- To undertake any other duties as may be required, as commensurate with the level of the post.
- Uphold Ryhope Infant School Academy's philosophy and all safeguarding requirements, at all times.

Premises Team Member

- To take pride in creating a clean and pleasant environment
- To contribute to Premises team discussions and be an active member of the team
- To attend and participate in training courses and meetings, as required

- To contribute to the formulation and implementation of policies as agreed
- To play a full part in the life of the school actively supporting the vision of the school

Confidentiality:

All employees are required to work in a confidential manner in all aspects of their work.

Additional Responsibilities:

- Any other duties required by the School which are in the scope of the post.
- To carry out duties with due regard to the School Health and Safety policy at all times.
- To be aware at all times of responsibilities under GDPR for the security, accuracy, and significance of personal data held electronically or in paper form.
- To work within and encourage the School’s Equal Opportunity policy and contribute to diversity policies.
- Participating in the school’s arrangements for performance management, professional development and the school’s arrangements for quality assurance and internal verification.

Review and Amendments:

- This job description is subject to annual review. It may be amended only after full consultation with the Head Teacher.
- The Headteacher reserves the right to vary your starting and finishing times, if deciding to do so, temporarily or on a continuing basis.

Ryhope Infant School Academy is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

Signature: **Signature:**

Post Holder

Head Teacher

Date: **Date:**