



JOB DESCRIPTION

INTRODUCTION

NAME OF POST HOLDER:

Post Title: School Cleaner

Post Purpose: Responsible for ensuring cleanliness of the premises/site. Advising and reporting any health & safety or cleaning issues that may occur.

Reporting to: The Site Manager, Assistant Site Managers

Liaising with: School Business Manager (Health and Safety), Site Manager, Assistant Site Manager

Working Time: 14 hours per week, 41 weeks per year.

Salary/Grade:

Disclosure level Enhanced

Studley High School Aims & Values:

Studley High School, Warwickshire; a comprehensive school where students of all abilities can develop and thrive as individuals and as part of a community. We encourage all students to understand that belief in oneself, when combined with integrity and 'doing the right things in the right way' will lead to success.

We promote excellence in all that we do so that everyone at Studley High School can support the school aims in:

- Promoting high expectations of all
- Encouraging mutual respect, support and trust so that all can achieve their best
- Maintaining a place where honesty, openness and fairness lead to outstanding relationships
- Developing high levels of self esteem
- Ensuring belief, self-confidence and resilience is celebrated in our students
- Always aiming higher and being ambitious for the future
- Promoting high levels of wellbeing for all
- Developing curious citizens who can communicate effectively and embrace technology
- Demonstrating the Studley Values in their day-to-day experience

It is paramount to the success of students that they are prepared fully for the challenges and opportunities that await them as they move on to post 16 life. We work hard to equip students with the skills and character attributes to thrive and make positive contributions to society. In a world where technology and social dynamics are ever evolving we are committed to preparing students to embrace and adapt to change.

Our values:

Adaptable | Aspirational | Charitable | Creative | Independent | Mature | Resilient | Selfless



RESPONSIBILITIES

Operational

Ensuring that the allocated area is clean and free from rubbish, surfaces are washed and disinfected, floors are swept, mopped or vacuumed, all litter bins are emptied and the rubbish is disposed of correctly. Always working safely and following the “Safe system of work” (instructions displayed in the cleaning cupboard).

The following is only a guide for what should be the minimum achieved on a daily or weekly basis. Cleaners should use their own judgement as to what needs doing to reach the highest possible standards, whilst at the same time working safely. If in doubt they consult the Safe System of Work instructions or the relevant risk assessments.

Daily tasks:

- Empty all bins
- Clean all table tops (using multipurpose cleaner)
- Vacuum all floors
- Sweep all hard floor areas and mop as required
- Wipe clean all handrails
- Clean all sinks and showers

Weekly tasks:

- Wipe window sills and flat edges
- Clean the tops of cupboards and filing cabinets
- Dust off computers if possible
- On a rota basis, clean door windows and low level glass a few each week
- At the same time clean the door handles and push plates
- Wipe clean white boards as required.

Chairs, walls, skirting boards, pipes and radiators should be checked occasionally and cleaned as necessary.

Food Tech rooms

None of the food prep areas or surfaces including kitchen units and storage should be cleaned. Only floors, walls, doors and window sills should be cleaned.

CDT

Dust in woodwork and metal work areas must be removed using the hepa flow vacuum cleaner. Sweeping must be kept to a minimum.

Litter picker

To ensure that the site is clear of rubbish on a daily basis

To empty all external bins on a regular basis

To ensure that the rubbish is emptied into the designated bins.



STUDLEY HIGH SCHOOL

AN ACADEMY TRUST SCHOOL – ALWAYS AIMING HIGHER

Safety

Cleaners should comply with the school's Health & Safety policy and have knowledge of:

COSHH

Manual handling

Safeguarding

Fire & evacuation procedure

STAFFING

- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To continue personal development.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

COMMUNICATIONS & LIAISON

- To communicate effectively with all staff within the Trust
- To follow agreed policies for communications in the school.

SCHOOL ETHOS

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support actively the Trust and Studley High School's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- To Comply with the Trust GDPR policy
- To comply with the Trust Staff Code of Conduct
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

COMMITMENT TO SAFEGUARDING CHILDREN

Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:

Having awareness of the school safeguarding policy and procedures regarding child protection.

Become aware of the signs and symptoms of abuse by attending relevant safeguarding training.

- Understand and support the school by attending training relevant to current national safeguarding issues such as The Prevent Duty, Child Exploitation, Female Genital Mutilation, Online Safety and you must adhere to the filtering and monitoring protocols.

Report all causes for concern to the Safeguarding team using detailed and accurate information.

Ensure the safety of all pupils in the school learning environment both indoor and outdoor.

It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (or in the case of staff to report to the Headteacher).

EQUALITIES

- To understand and comply with the Equal Opportunities Policy.
- The Trust is committed to the promotion of equal opportunities and diversity.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.



STUDLEY HIGH SCHOOL

AN ACADEMY TRUST SCHOOL – ALWAYS AIMING HIGHER

SIGNATURES

The trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Special Requirements:

An enhanced Disclosure and Barring Service (DBS) check will be requested in the event of a successful applicant and will be requested.

Signed
[Associate Staff]

Signed
(Headteacher)

Dated

Dated