



# CRANFORD

SCHOOL

Job Title:	School Cleaner
Responsible to:	The Head via the Facilities Manager
Department:	House Keeping Department
Start Date:	As soon as possible

Cranford School is committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and contractors to share this commitment and be fully aware of, and understand, the duties and responsibilities that apply to their role. All employees, volunteers and contractors must attend appropriate training in accordance with the School and local Safeguarding Board regulations.

Successful applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, checks with current and past employers, an Enhanced Disclosure from the Disclosure and Barring Service, the requirement to provide original evidence of qualifications as well as evidence of the right to work in the UK and, where applicable, a barred list, prohibition and overseas checks.

This job description is neither final nor exclusive and the range of tasks would embrace many incidents and situations, which are not stated, but require initiative and common sense to be applied.

## JOB PURPOSE

As part of a team of Cleaners, to clean designated areas of the school to a high standard. Monday to Friday. Working a minimum of two hours per day, either mornings or evenings. This is a term time only plus 3 weeks role reporting to the Facilities Manager.

## DUTIES & RESPONSIBILITIES

### REGULATORY

Ensure a commitment to safeguarding and promoting the welfare of children.

### CLEANING

Cleaning areas include:

- Classrooms
- Toilets/cloakrooms
- DT Room/Art Room/IT Room
- Sports Hall & gym//The Orangery/Willow Theatre
- Laboratories

- Admin areas and offices
- Swimming Pool
- Communal areas

Daily cleaning duties may include:

Vacuuming, mopping, dusting, cleaning desks, floors, toilets, emptying bins and dealing with recycling material and general waste appropriately.

The post holder shall also be responsible for responding to ad hoc / emergency incidents where cleaning is required, e.g. spills and toilets.

Cleaning areas will be rotated regularly amongst the Cleaning Staff.

As well as day to day cleaning during term time, the post holder shall be required to undertake deep clean tasks during the school holidays.

#### HEALTH AND SAFETY

- Always ensure correct use of cleaning chemicals/materials
- Safe use of vacuum cleaner
- Carry a mobile phone or always radio in accordance with the School's Lone Worker Policy
- Undertake appropriate healthy and safety training as required
- Attend whole school INSET training events.

#### SECURITY

- Responsibility for security of premises while on site; external doors should not be left open, and the security keypads should be used at all times.
- Responsible for ensuring all windows in designated cleaning area are closed on departure from the school premises.
- Responsible for turning off all lights in designated cleaning areas.

#### GENERAL REQUIREMENTS – ALL SCHOOL STAFF ARE EXPECTED TO:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support the whole school traditions and values of the school.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's H&S and First Aid policies to ensure a safe working environment for staff, students and visitors.
- Work within the school's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the annual performance review process.
- Adhere to policies as set out in the Staff Handbook.
- Undertake other reasonable duties related to the role (e.g., break/lunch/after school duties).

## REVIEW & AMENDMENT:

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

## PERSONAL SPECIFICATION

### Essential criteria

- Experience of working in a small team
- Experience of working unsupervised and using own initiative
- A flexible attitude, willing to react to ad hoc cleaning tasks
- Reliable, punctual and able to travel to the school site
- Willingness to undergo a DBS check
- Right to work in the UK
- Commitment to safeguarding children and young people
- Willingness to commit to the school's aims and values

### Desirable criteria

- Experience of working in a school environment
- Experience of working in a cleaning role

### Desirable Personal qualities:

- Generosity of spirit and positive approach to life
- Tolerance and open-mindedness
- Flexibility and adaptability and a willingness to move with change
- Risk-taking
- Commitment
- Passion for subject
- Team spirit
- Loyalty
- Reliability
- Be robust
- Have enthusiasm – show a willingness to be involved
- Have a sense of humour

*Please read our Safeguarding Policy which can be found under 'Information, Policies' on our website, prior to applying for any position. All members of staff, volunteers and contractors working at Cranford School have responsibility for Safeguarding Children.*