



## Highfield Priory Independent Day School and Nursery

### **JOB DESCRIPTION**

<b><u>Job Title:</u></b>	Cleaner
<b><u>Hours:</u></b>	15:45 – 18:30, 5 days
<b><u>Terms:</u></b>	Permanent
<b><u>Full or Part Time</u></b>	Part Time, Full Year
<b><u>Line Manager:</u></b>	Caretaker
<b><u>Line of Senior Manager Responsibility:</u></b>	School Business Manager
<b><u>Qualifications:</u></b>	Experience of cleaning in a work place environment.
<b><u>Salary:</u></b>	£7.58 per hour

#### Overall Purpose:

To ensure standards of cleanliness, hygiene and tidiness are maintained throughout the whole area allocated in order to provide a safe, happy and healthy environment for children to play, grow and learn. The designated area includes the infant and junior toilets and washrooms.

#### Internal Relationships

Caretaker, staff and colleagues

#### External Relationships:

Parents of children

#### Key duties and responsibilities:

Maintaining the highest standards of Health and Safety apply to children, colleagues, parents and visitors, maintaining a safe and secure environment throughout the whole area allocated.

Wear protective clothing in accordance with COSHH and Health and Hygiene regulations and Infection Control guidelines.

Adhere to Highfield Priory School Health & Safety Policy Statements with regard to the health, safety and welfare of self and others whilst at work.

Ensuring that all cleaning equipment and materials are maintained in a safe, clean and efficient working condition out of access by children at all times.

In order to maintain high standards of cleanliness report any maintenance issues or defective equipment that prevent safe and efficient cleaning to the Caretaker.

Working with other colleagues in the cleaning team to support the Caretaker in ensuring a stock of materials and equipment sufficient to ensure that shortages do not prevent cleaning.

Remove all rubbish and put in approved external bins ready for collection and recyclable materials to the relevant position or bin.

Follow the policies and procedures of the school. Support the promotion of positive relationships with pupils, staff, parents and outside agencies.

Report for duty on time, maintain regular attendance, give appropriate notice of holiday requests and report non-attendance through sickness promptly and appropriately to your line manager.

Attend staff meetings, professional development training, (in house or external), inset courses and meetings as appropriate and as directed by the headmaster which may at various times be outside working hours.

To maintain confidentiality about all issues related to children and their families, your own and other staff members issues and any other management or operational issues.

Carry out other tasks required by the headmaster from time to time pertinent to the efficient running of the school.

**Qualifications and Skills:**

Level 1 & 2 Safeguarding Certificates

An ability to work on your own initiative, to work under pressure and resolve problems with attention to detail

An ability to work individually and as part of a team

Self-motivated with a positive attitude

A willingness to learn and undertake further relevant training

**Employment Information:**

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications declared in their application.

## Employee Specification Form – Cleaner

Personal Attributes required (on the basis of the job outline)	Essential (E) or Desirable (D)	To be identified by: (application form (AF), interview (I), reference (R))
<b>Qualifications and Training</b>  Level 1 Safeguarding Certificates	D	AF/I
<b>Experience</b> Experience of working in a relevant environment	E	AF/I
<b>Knowledge, skills and abilities</b>  Ability to relate well to children Ability to work as part of a team High level of commitment and motivation Good communication skills Time management and organisational skills with ability to prioritise effectively Personal impact and enthusiasm Ability to maintain confidentiality Knowledge of safeguarding requirements	E E E E E E E E	AF AF AF AF/I AF AF AF AF/I
<b>Other</b>  Commitment to safeguarding and protecting the welfare of children and young people Commitment to Equality and Diversity Commitment to Health and Safety Commitment to undertake in-service training and development Commitment to attendance at work	E E E E E	I I I I I