

JOB DESCRIPTION:	Cleaner
RESPONSIBLE TO:	Headteacher, Site Manager
JOB PURPOSE:	Under the direction of senior premises staff to undertake cleaning duties of classrooms and allocated areas. As an employee within QUEST, staff may be required to work at any school within the Trust.
LIAISING WITH:	Senior staff, teaching and support staff, external agencies, contractors
SALARY SCALE:	QUEST Grade A Point 2- 3
DBS DISCLOSURE LEVEL	Enhanced

Professional Responsibilities

School Ethos

Work with colleagues in creating, inspiring and promoting excellence at all levels.

Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.

Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.

Actively support the Trust's policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.

Key Responsibilities

Under the direction of senior staff to undertake cleaning duties within allocated areas in line with specified standards

To operate/use domestic and/or industrial cleaning equipment and materials (following relevant training)

To undertake basic record keeping as directed

To refill and replace consumables and to collect and dispose of waste/recycling

Cleaning of hard and carpeted flooring manually or using cleaning machinery as required. Including all types of carpet cleaning machinery large and small, scrubber dryers, buffers etc

Cleaning walls, paintwork, glass and windows, fixtures, fittings and furniture

Cleaning of toilets, fixtures and shower areas where appropriate

To perform duties in line with health and safety regulations (COSHH)

To handle cleaning materials in line with COSHH regulations

To report serious hazards to the line manager immediately

To report faulty equipment and other maintenance requirements to the appropriate person

To undertake specialist cleaning programmes during school closures or other designated periods

To assist colleagues in different areas as required

To observe and follow Health and safety procedures and specified cleaning schedules.

To be aware of and comply with policies and procedures relating to child protection, security and confidentiality, reporting all concerns to an appropriate person

To uphold excellent standards of customer service at all times working as part of the customer care team including answering queries and giving directions and participation in school events outside of working hours.

Occasional flexible working may be required for events which may include evenings and weekends.

To follow agreed schedule of priority tasks to agreed deadlines and respond in a timely and flexible manner to incidental occurrences in school

To ensure an excellent standard of cleanliness across the school at all times

To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member.

Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

To participate in the staff performance management process in accordance with the Trust's policy and be responsible for self-motivation towards agreed targets.

Contribute to the overall ethos/work/aims of the Trust and its schools including participation in school events outside of working hours.

To sign and uphold the Trust's Code of Conduct and ensure confidentiality is maintained at all times.

Maintaining a secure, healthy and risk free environment for students, staff and visitors.

To contribute to the development of relevant policies and procedures.

To be a positive role model at all times.

Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

To undertake Health and Safety Training, Paediatric First Aid and Safeguarding Training as per the Trust training cycle.

The job description encompasses the above statements and is not necessarily a comprehensive definition. The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require

QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name _____

Signed _____

Date _____

ESSENTIAL SKILLS/QUALIFICATIONS

NVQ Level 1 in relevant discipline (Cleaning,) or equivalent qualification or willingness to undertake.

Experience of cleaning building interiors

Willingness to undertake further relevant training as required

Applicants should be able to demonstrate experience, knowledge and understanding of the following areas relevant to the post:

Knowledge of COSHH and Health and Safety regulations relating to cleaning substances

Knowledge of health and safety at work regulations for example moving and handling

Knowledge of cleaning methods and industrial cleaning equipment

Full working knowledge of relevant policies, procedures, codes of practice and legislation

Applicants should be able to provide evidence that they have the following necessary skills and abilities:

Ability to use/operate a range of equipment relevant to the post

Ability to complete basic paperwork

Ability to prioritise own workload

Ability to work as part of a team

Ability to recognise the importance of ensuring a secure and safe environment

Ability to take direction to complete a range of cleaning tasks

Ability to cope with the physical demands of manual work

To show commitment to sustain excellent attendance at work

Good timekeeping

Commitment to and participation in the wider life of the schools and Trust

Willingness to be flexible and adaptable as determined by the needs of the schools and the Trust

Legally entitled to work in the UK