



Job Description: Cleaner

Location: Walkwood Church of England Middle School, Redditch

Reporting to: Site Manager

Grade: Scale 1

Hourly rate of pay: £9.25

Hours of work: Part-time 12.5 hours per week (3.30 pm – 6.00 pm daily, Monday - Friday) and an additional requirement to carry out 34 banked hours per annum during school holidays, reducing to 28 banked hours per annum after 5 years continuous service.

Disclosure Level: Enhanced DBS – Disclosure and Barring Service

Purpose

We are looking for a Cleaner to carry out high quality cleaning tasks here at Walkwood Church of England Middle School in order to maintain excellent cleaning standards and promote a pleasant school environment to help support the effective teaching of pupils.

Responsibilities

The job holder will:

- Carry out cleaning tasks such as:
 - Sweep floors with brushes or dust control mops.
 - Mop floors with wet or damp mops.
 - Vacuum carpeted areas and 'spot' clean carpets.
 - Dust, damp wipe, wash or polish surfaces including furniture, ledges, window sills, external surfaces of cupboards, radiators, shelves, door handles, handrails, office equipment and fittings.
- Clean toilets, hand basins, sinks, showers and water dispensers.
- Empty waste bins or similar receptacles, transport waste material to designated points and remove rubbish from premises.
- Replenish consumable items such as soap, toilet rolls, paper towels and check stock levels.
- Undertake wall washing or inside window pane cleaning, up to a safe height.
- Clean work surfaces and cookers in cookery areas.
- Handle cleaning equipment and machinery after receiving proper instruction and training.
- Carry cleaning equipment, mops, vacuum cleaners, materials, buckets of solution etc. to and from work areas.



- Launder dusters, tea towels etc.
- Report any deficiencies or need for repairs to the Site Manager.
- Safely use and store cleaning chemicals in accordance with their instructions and be familiar with material safety data sheets.
- Close windows etc. at the end of the day to help maintain security.
- Be courteous to colleagues and pupils, maintain constructive relationships with staff members and provide a welcoming environment for all users of the buildings including parents and other visitors.
- Take pride in doing a good job and proactively undertake cleaning tasks to reduce the spread of germs and prevent any health risks from occurring.
- Adhere to cleaning schedules, health and safety regulations, school policies and codes of conduct.
- Carry out special or non-routine cleaning projects as necessary.
- Comply with any reasonable request from the line manager, Business Manager or member of the Senior Leadership Team.
- Undertake work of a similar level, training and / or hours of work as may be reasonably required that is not specified in this job description.

Our Cleaners are often required to work alone (although sometimes in small teams) and carry out their duties in areas within the school on a rotational basis. The location of cleaning areas may need to change to meet the needs of the school and the post holder may be required to undertake other duties elsewhere in the school that are commensurate to the post holder's abilities, position & grade.

There may also be an opportunity from time to time to carry out additional cleaning duties during the school day during the period of the coronavirus outbreak when cleaning is being carried out more frequently. This will be on an ad-hoc basis and in agreement with the job holder.

The Principal reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. Reasonable adjustments will be considered, as required by the Equalities Act.

All staff within the school are expected to demonstrate a commitment to safeguarding children; this post is subject to an enhanced criminal record check under the arrangements established by the Disclosure and Barring Service.

If you wish to apply for this post, please complete the job application form (sorry no CVs) and email it to recruitment@walkwoodms.worcs.sch.uk. Please contact Heather Wood, Business Manager at the school on 01527 543361 if you would like to discuss any aspects of the job.

Shortlisted applicants will be invited to an interview.



Person Specification: Cleaner

Area of Focus	Essential	Desirable	Assessment
Qualifications (academic and vocational)		<ul style="list-style-type: none"> Working experience as a Cleaner 	Interview / Application
Experience		<ul style="list-style-type: none"> Working within an educational environment 	Interview / Application
Knowledge and skills	<ul style="list-style-type: none"> The ability to follow cleaning schedules, job and safety instructions Carry out assigned duties with a minimum of supervision either solely or in a team Good customer service Correct use of lifting and handling techniques Ability to correctly measure out cleaning fluids etc. Ability to competently apply knowledge and skills acquired from training into a practical context 		Interview / Application
Personal characteristics	<ul style="list-style-type: none"> A desire to work to high standards and present a good image Good communication and interpersonal skills Ability to use own initiative and work to schedules and deadlines Punctual and reliable Ability to remain patient and calm 	<ul style="list-style-type: none"> Sense of humour An approach to lend a hand and a willingness to go the extra mile 	Interview / Application
Safeguarding	<ul style="list-style-type: none"> Ability to contribute to a safe environment and demonstrate a commitment to safeguarding children 		Interview / Application