

Job Profile

Job Title:	Cleaner
Salary:	Grade 2
Post Name:	
Key Base:	The Castle Rock School <i>With the flexibility to work in other schools within the MAT as required.</i>
Hours:	<u>Post 1</u> – 12.5 hours per week, 41 weeks per year (9:30am to 12:00 noon) <u>Post 2</u> – 12.5 hours per week, 41 weeks per year (12:00 noon to 2:30pm)
Responsible to:	Premises Officer, Assistant Premises Officer, Health & Safety Manager and School Business Manager
Core Purpose:	To develop everyone’s potential academically, socially, morally, spiritually and emotionally in a stimulating and challenging environment in order to educate student who can think independently, behave responsibly and continue to learn successfully. To positively support the development of Site facilities and provisions and the whole school in accordance with the Improvement Plan.
Job Purpose:	To ensure that a high level of cleanliness is maintained throughout the School on a daily basis.

Continues overleaf:

Main duties & responsibilities:

1. To carry out cleaning duties in accordance with the scheduled tasks of the day in allocated sections of the school including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners.
2. To cover other cleaning duties in sections of the school, which may differ from usual scheduled tasks.
3. To clean sanitary ware, doors and lavatory handles, computer keyboards with anti-bacterial cleaning agents, as outlined in training with particular attention to guidelines for the control of germs and infection.
4. To use electrical and mechanical equipment, floor polishers, floor scrubber /cleaner etc. when necessary and after appropriate training.
5. To use stepladders when necessary and with due regard to the Health & Safety of themselves or others.
6. To use approved cleaning materials and specified equipment in accordance with manufacturers' printed instructions and COSHH Regulations. (Chemicals should **NEVER** be mixed with other chemicals).
7. To be responsible for the care of all cleaning equipment and materials assigned to them.
8. Where practicable to ensure windows and doors are closed and locked when leaving rooms.
9. To report to the Site Manager / Premises Officer any defects seen, likely to affect security i.e. broken windows, window catches.
10. To be aware of their responsibilities for the Health & Safety of themselves and others.
11. To wear protective clothing provided, additionally shoes which are suitable for the work being carried out must be worn e.g. slippers and flip flops are not acceptable as they may create a Health & Safety risk.
12. To be prepared to perform spring-cleaning duties as and where necessary, under the direction of the Site Manager.
13. To report to the Site Manager if you are suffering from any illness which may affect you performing your duty safely.
14. To be prepared to occasionally stand in for other members of staff in times of absence or increased workload.
15. To work within professional boundaries with children and young people and to communicate effectively whilst in the vicinity of children.
16. Contract cleaning time is dependent on maintaining the required standard. Failure to meet this standard may result in a period of supervision to determine capability.

It is expected that staff at the Apollo Partnership Trust are available for work every day during term time. Holidays should be taken during the school holiday.

SPECIAL FACTORS

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

This Job Profile sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

The Apollo Partnership Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Potholder's signature:			
Printed:		Date:	
SLT signature:			
Printed:		Date:	