



Anthony Gell School

Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	School Cleaner (Relief)
Terms	Grade 3 (£9.18 per hour) Hours of work would be adhoc between hours of 7.30am – 8.30am or 3.30pm – 6.30pm to cover absence of cleaning staff. Term time only.
Reporting to	Cleaner Supervisor
Job Purpose	To carry out cleaning duties, contributing to the provision of a clean, safe, secure and hygienic environment for the school. The role has no fixed hours and candidates should be willing and able to be called upon at short notice to provide emergent cover. Payment is in arrears based on actual hours worked.
Key Duties	<ul style="list-style-type: none"> • To undertake general cleaning duties in line with agreed standards and schedule for the school. • To operate cleaning equipment in a safe and effective way. • To use prescribed chemical agents in a safe and effective way. • To be able to respond to emergent requests to clean.
All employees have the responsibility to:	
<ul style="list-style-type: none"> • Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person 	

- Participate in training and other learning activities as required
- Participate in the school's Performance Management (Appraisal) process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school at events as appropriate
- To support and promote the school ethos
- Ensure any documentation produced is to a high standard and is in line with the brand style
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Headteacher

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

SIGNATURES

a. This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

b. The remuneration for this role is **Grade 3**

Signed: _____ Print Name: _____

Date: _____

Signed: _____ (Headteacher) Date: _____

Person Specification for CLEANER

Experience	Desirable <ul style="list-style-type: none"> • Previous experience in cleaning 	A, I, R
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<p>Skills and Knowledge</p>	<p>Essential</p> <ul style="list-style-type: none"> • Awareness of safe working practices • Ability to understand different methods of cleaning • Safe use of cleaning chemicals • Good personal hygiene practice • Ability to follow instructions <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of using a range of cleaning equipment and materials • Understanding of relevant health and safety regulations 	<p>A, I, R</p>
<p>Personal Effectiveness</p>	<p>Essential</p> <ul style="list-style-type: none"> • Ability to communicate effectively and appropriately with children/young people, staff, parents and members of the public • Excellent attendance • Excellent punctuality • Ability to lift and carry cleaning equipment, bins and small items of furniture • Willingness to undertake relevant instruction and training • Ability to work effectively as part of a team to achieve common goals • Ability to respond at short notice 	<p>A, I, R</p>

A = Application
I = Interview
R = reference