

ALTRINCHAM COLLEGE JOB DESCRIPTION

Job title: Cleaner

Job Purpose: To maintain a high standard of cleanliness around the school site.

Accountable to: Site Manager

Our vision is to nurture well-rounded citizens of the future who are knowledgeable, happy and resilient so that they make a valuable contribution to the world in which they live, and are empowered to make informed and positive life choices.

Scale: Band 1 points 1-3 [Term Time only]

Duties and Responsibilities:

Altrincham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Main Duties and Responsibilities:

The school employs an external cleaning agency to clean the school every evening. However, Covid-19 has highlighted the need for a regular presence each day to maintain levels of cleanliness and tidiness throughout the school day.

This role will involve working with the site team to maintain levels of cleanliness around school, as well as responding to immediate needs (e.g. clearing up spills presenting a hazard).

- Undertake cleaning of allocated areas in line with specified standards and as directed.
- Operate / use domestic cleaning equipment and materials, following appropriate training where necessary.
- Store allocated equipment and materials safely and securely.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified.
- Report serious hazards to the site manager/ assistant site manager immediately
- Handle cleaning materials in line with COSHH regulations.
- Collect and dispose of waste.
- Refill and replace soap, paper towels, toilet paper, and other consumables e.g. hand sanitiser.
- Identify and report needs for repair, graffiti, damage to school property to Senior Site Staff.
- Provide support at break and lunch times with cleaning the dinner hall and overseeing the service.

Review:

This job description is not necessarily a comprehensive definition. It will be reviewed annually and when appropriate. It may be subject to change or modification at any time after consultation.

Name of Postholder: Signed..... Date.....

Name of Line Manager:.....Signed.....Date.....

PERSON SPECIFICATION

JOB TITLE: Cleaner

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
<ul style="list-style-type: none"> • Knowledge/skills equivalent to national qualifications (Level 1). • Proficient English speaker. • Relevant vocational qualifications would be an advantage but are not essential. <p><i>Please note that a clear, enhanced DBS certificate is required for anyone working in school. This DBS check will be carried out and paid for by school.</i></p>	<ul style="list-style-type: none"> • A/C/I • A/C/I • A/C/I
2. Experience	
<ul style="list-style-type: none"> • Proven experience of working in a cleaning/housekeeping role. • Evidence of successful working relationships with young people. 	<ul style="list-style-type: none"> • A/I • A/I
3. Knowledge	
<ul style="list-style-type: none"> • An understanding of what constitutes good professional relationships. • Understanding and respect for confidentiality in relation to all issues connected with working in school. • Knowledge of COSHH regulations. • Knowledge of Health & Safety Regulations including Health & Safety at Work. 	<ul style="list-style-type: none"> • A/I • A/I • A/I • A/I
4. Skills & Abilities	
<ul style="list-style-type: none"> • Physically fit and able to manage regular physical tasks e.g. bending, stretching, pulling or pushing (cleaning equipment). • Ability to prioritise own workload as well as being directed. • Self-motivated with proven ability to work on own initiative and to organise and prioritise tasks. • Ability to work as part of a Team, a willingness to adapt to a changing environment and meet differing challenges. • Able to offer some flexibility in working hours, where necessary and be 	<ul style="list-style-type: none"> • A/I • A/I • A/I • A/I • A/I

<p>available for occasional out of hours work</p> <ul style="list-style-type: none"> • Willingness to undertake training including Safeguarding and GDPR. • Confident in identifying and reporting issues, or taking appropriate action if required (e.g. sign-posting/cleaning up spills, reporting damage to Site Manager or Assistant Site Manager). • Willingness to work in situations involving waste and minor hazards. 	<ul style="list-style-type: none"> • A/I • A/I • A/I
<p>5. Desirable</p>	
<ul style="list-style-type: none"> • Experience of working in a school, or with young people. • Knowledge of Safeguarding. • Knowledge of Keeping Children Safe in Education. • Knowledge of manual handling guidelines. 	<ul style="list-style-type: none"> • A/I • A/I • A/I • A/I

*** Method of Assessment:**

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation.

Note:

This job description may be amended at any time in consultation with the postholder.