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| **Job title:** | Cleaner |  |  |  |
| **Salary:** | Scale 1c | | | |
| **Line manager:** | Premises Manager | | | |
| **Supervisory responsibility:** | None | | | |
| **Hours:** | Part Time | | | |

**INTRODUCTION**

The information given on this job description is intended to provide an understanding and appreciation of the workload of this particular job and its purpose within the organisation.

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**PRIME OBJECTIVES OF THE POST**

The post holder will be required to achieve a quality cleaning service by using established standards, procedures, safe working methods that achieve a clean, hygienic, safe and pleasant environment for children, staff and visitors to work in or visit.

**RESPONSIBLE TO**

The post holder is directly responsible to the Premises Manager

**MAIN DUTIES AND RESPONSIBILITIES**

* The post holder must be able to perform their cleaning duties and procedures to predetermined standards this will include daily weekly and periodic tasks.
* The post holder will be responsible for the thorough cleaning of sanitary ware which includes wash hand basins, toilets, urinals, showers, and baths using the correct colour coded system and hygiene standards.
* The post holder will be required to use electrical floor maintenance equipment for the maintenance of soft and hard flooring this will include wet and dry vacuum cleaners, Standard Speed, High Speed and Ultra Speed floor machines.
* The post holder will be required to dry mop and damp mop hard floor surfaces using the correct colour coded equipment.
* The post holder will be required to clean all surfaces which will include damp wipe furniture, fittings, fixtures, ledges, skirting boards, and radiators. The polishing of wooden furniture, cleaning and polishing of brass fittings. The vacuum and steam cleaning of upholstered furniture.
* The post holder will be required to collect refuse from waste bins into refuse sacks and safely remove to the designated waste collection area.
* The post holder will be required to all clean internal glass which includes glass panels in doors, partitions and in some buildings the internal facia of the external windows. The periodic cleaning of painted walls and ceramic tiles this includes the daily removal of marks and stains on wall surfaces, doors, and door plates.
* The manual handling of furniture to facilitate cleaning procedures, the movement and transportation of cleaning equipment and floor machines to work areas.
* The post holder will be required to carry out high level cleaning of ledges, pipes, walls, fixtures and fittings using the appropriate cleaning equipment.
* The post holder will be responsible for their own equipment and materials, this will include safety checking, cleaning and correct storage of the equipment and materials after use. The post holder must report damage/repairs required to cleaning equipment and the fabric of the building immediately to the Cleaning Supervisor/Area Manager.
* The post holder will also be responsible for the security of their equipment, materials, and cleaning storerooms. The responsibility for cleaning storeroom keys, internal and external access keys/fobs, and door alarms to small premises

**Safeguarding**

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

The successful candidate will be subject to an Enhanced Disclosure & Barring Service background check.

**School Vision**

At Highbury we work towards a very simple but important aim that during their time at school every child will shine. We want every child who attends our school to have the skills and confidence they need to have a valued voice, to keep themselves safe from harm, to make positive choices and to understand their worth and the contribution they can make to the world.

We want all of our children to feel part of a proud community of pupils, staff and parents who advocate for one another and break down barriers and misconceptions.

We do not limit our influence to the Highbury community and we aim to share our expertise and experiences with other practitioners and partners across Calderdale in order to ensure that the Highbury vision becomes a shared one.

**Review**

This Job Description will be subject to review and may be amended at any time after consultation with the post holder.

March 2024

**Highbury School Person Specification Post Title: Cleaner**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **KNOWLEDGE & SKILLS (INCLUDING ANY RELEVANT OR REQUIRED QUALIFICATIONS)** | Literate and numerate  Good communication skills with team and clients | NVQ level 1 & 2 Cleaning Interiors  Health & Safety Manual Handling and Electrical safety  Knowledge of COSHH | *Application Form*  *Interview*  *References*  *Certificates* |
| **PERSONAL DEVELOPMENT AND ADDITIONAL LEARNING** | Able to undertake training to fulfil the requirements of the post within the allocated timeframe.  Able to work as a team member or alone. |  | *Application Form*  *Interview*  *Certificates* |
| **EXPERIENCE** |  | Use of industrial cleaning materials and cleaning equipment. | *Application Form*  *Interview*  *Certificates* |
| **INITIATIVE** | To be self-motivated to achieve satisfactory cleaning tasks to predetermined standards. |  | *Application Form*  *Interview* |
| **CIRCUMSTANCES** | Able to physically carryout all the duties of the post such as lift and transport cleaning equipment use of cleaning materials, moving of furniture to assist cleaning procedures. |  | *Application Form*  *Interview* |