



## BORDEN GRAMMAR SCHOOL

### JOB DESCRIPTION –CLEANER

<b>JOB TITLE</b>	Part-Time Cleaner
<b>PAY RANGE</b>	Kent Range 3 (£11.04 per hour)
<b>RESPONSIBLE TO</b>	Cleaning Supervisor

#### **Purpose of the Job:**

Clean and maintain areas of the establishment, under the direction of the Cleaning Supervisor to ensure high levels of cleanliness and hygiene at all times

#### **Hours of work:**

Cover required Monday to Friday between the hours of 6.00 to 5.15pm, shift patterns are 6.00 – 8.00am, 6.00 – 9.00am, and 3.15 - 5.15pm.

There may be some opportunity to work during school holidays when deep cleaning sessions take place and there may be some opportunity to cover for absence.

This may be subject to change depending on the requirements of the school

#### **Outline of Main Duties:**

- Provide a comprehensive cleaning service in specified areas, to include daily dusting, vacuuming, washing floors, emptying bins, etc.
- To carry out “detail work” to include cleaning of fire extinguishers, skirting boards, door handles etc as directed by the Cleaning Team Leader
- To ensure cleaning cupboards and equipment are kept clean and are well maintained
- Maintain clean toilets to ensure hygiene standards are met
- Replenish hand towels, toilet rolls and other consumable items as required
- Report any defects via the Cleaning Team Leader to ensure health and safety procedures are followed and to enable repairs to be carried out
- Undertake, during holiday periods, a complete ‘spring’ clean of all areas including window cleaning, moving furniture to clean behind it, skirting boards, varnishing wooden floors, etc., to ensure all areas are clean and fresh
- Any other duties as may reasonably be requested of you by the Head Teacher or his representative

#### **Person Specification:**

- Experience –
  - Desirable but not essential as training can be given.
- Knowledge -
  - Use of a range of basic tools and machinery, e.g. kitchen equipment, cleaning equipment, etc.
  - Can follow work routines/instructions
  - Knowledge that is usually acquired based on “on the job training”, but often requiring some attendance of formal courses e.g. certificate in First Aid, safe operation of equipment, etc
  - Understands and able to apply Health and Safety procedures relevant to the job such as manual handling, safe use of machinery and/or equipment, COSHH, First Aid and Hygiene Practice, lone working procedures and responsibilities
  - Able to recognise and to deal with emergency situations
- Personal Qualities & Attributes -
  - Understands the requirement for working with others and in teams
  - Able to form effective working relationships needed for the job
  - Able to deal with others courteously and in an acceptable manner
  - Able to listen, observe and report information to supervisor
  - Able to communicate with others in an acceptable and appropriate manner, e.g. patience, tact, humour, sensitivity, understanding
  - It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards pupils or employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.
  - It is the duty of the postholder to report to the Designated Child Protection Officer any concerns relating to child protection issues, including any disclosures made by pupils.

### **Behaviours for Success:**

The “Behaviours for Success” framework is designed to help us understand how people who are successful in their jobs behave at work. Behaviour descriptions is a new way of looking at how people do their job well and these are grouped under four headings:

1. *Focussing on the customer*
  - how we work with both internal and external customers and service users to provide a customer focussed service
2. *Personal Resourcefulness*
  - how we enhance our personal ability to deliver an excellent service
3. *Relationship Building*
  - how we work with colleagues and partners
4. *Managing for Success (for managers)*
  - how managers encourage and enable staff to deliver excellent service

These Behaviours for Success apply to everyone, no matter what job they are doing within the workplace.