

## PURLEY OAKS PRIMARY SCHOOL

JOB DESCRIPTION			
<b>Role</b>	Cleaner		
<b>Reports to</b>	Premises Manager		
<b>Accountable to</b>	Headteacher		
<b>Grade</b>	1	<b>Scale point</b>	2-3
<b>Contracted hours</b>	15 per week (4.00 – 7.00pm, Monday to Friday)	<b>Contracted weeks</b>	Term time plus three weeks in the summer holidays
<b>General purpose</b>	<ul style="list-style-type: none"> <li>Undertake, normally as part of a team, the cleaning of designated areas within school premises to ensure that they are kept in a clean and hygienic condition.</li> <li>This will be by following a cleaning rota with daily, weekly and termly tasks.</li> </ul>		
<b>Purpose of role</b>	<ul style="list-style-type: none"> <li>Under the guidance of senior staff; be responsible for undertaking</li> <li>To promote the school ethos with all children and the community.</li> <li>To act as a role model for all children.</li> </ul>		
<b>Specific responsibilities</b>	<ul style="list-style-type: none"> <li>Follow the cleaning rota in an effective manner.</li> <li>Selecting suitable cleaning materials and methods dependent on the surface/object being cleaned.</li> <li>Reporting any item that is not covered adequately by the cleaning rota.</li> <li>Deciding when to move or not to move paperwork when cleaning classrooms, offices and staff rooms.</li> <li>Carrying out duties which include: cleaning, washing, sweeping, vacuum cleaning, emptying litter bins, polishing and dusting of designated areas (which may include toilets and shower areas) and fixtures and fittings, using, where appropriate, powered equipment.</li> <li>The cleaning rota may vary between term-time and school closure periods.</li> <li>Reporting hazards, such as fire hazards, blockages, etc.</li> <li>Duties and responsibilities of the post may change over time as requirements and circumstances change.</li> <li>The person in the post may also be required to carry out such other duties consistent with the grade from time to time.</li> </ul>		
<b>Development</b>	<ul style="list-style-type: none"> <li>To undertake training and development as relevant to the role.</li> <li>To keep abreast of recent legislation and developments relevant to the role.</li> <li>To take part in any relevant staff meetings, as and when appropriate.</li> </ul>		
<b>Other</b>	<ul style="list-style-type: none"> <li>Treat all colleagues in a courteous and helpful manner, challenging racism and discriminating behaviour.</li> <li>Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.</li> <li>Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>Be aware of and support difference, and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Council's Equal Opportunities policies and to the standards of customer care.</li> <li>Be responsible for own health and safety, as well as that of colleagues, pupils and</li> </ul>		

	<p>the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.</p> <ul style="list-style-type: none"> <li>• Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.</li> <li>• To work under the direction of the Headteacher/School Business Manager and to undertake any other reasonable duties as may be allocated by the Headteacher, Deputy or Senior Leadership Team.</li> </ul>
<b>Green statement</b>	<ul style="list-style-type: none"> <li>• Seek opportunities for contributing to sustainable development of the borough, in accordance with the council’s Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.</li> </ul>
<b>Data protection</b>	<ul style="list-style-type: none"> <li>• To be aware of the council’s responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.</li> <li>• To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.</li> </ul>
<b>Confidentiality</b>	<ul style="list-style-type: none"> <li>• You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees’ access to and use of the council’s databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.</li> </ul>
<b>Customer care</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate a commitment to the council’s Customer Care Policy.</li> </ul>
<b>Health and safety</b>	<ul style="list-style-type: none"> <li>• Every employee is responsible for their own Health &amp; Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.</li> </ul>
<b>To contribute as an effective and collaborative member of the school team</b>	<ul style="list-style-type: none"> <li>• To participate in training to be able to demonstrate competence.</li> <li>• To participate in first aid training as required.</li> <li>• Participating in the ongoing development, implementation and monitoring of the service plans.</li> <li>• Championing the professional integrity of the school</li> <li>• Supporting Customer Focus, Best Value and electronic management of processes.</li> <li>• Actively sharing feedback on School policies and interventions</li> </ul>