



# BEECHWOOD SCHOOL

## Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

<b>Post title:</b>	School Cleaner
<b>Hours of work:</b>	15 hours per week (6:00 am to 9:00 am or 5pm to 8pm ), Mon to Fri
<b>Remuneration:</b>	National Minimum Wage
<b>Responsible to:</b>	Headteacher
<b>Start Date:</b>	Immediate Start Available
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Daily cleaning in line with work schedules as set out by the Headteacher</li> <li>• Carry out amended work schedules as required from time to time by the Headteacher in response to school events, needs or staff absence</li> <li>• To clean, wash, sweep, mop, dust, polish and vacuum clean designated areas to the required standard</li> <li>• To ensure that toilets and washrooms are maintained to the required standard of cleanliness</li> <li>• Ensure all rubbish is removed on a daily basis and recycled where possible</li> <li>• Ensure the various dispensers including toilet roll and paper towels are checked and topped up daily</li> <li>• To clear up after flooding and/or any other emergency cleaning</li> <li>• Complete designated 'deep cleaning' projects during school holiday periods</li> <li>• Ensure that work is completed to a high standard</li> <li>• To work as part of a team and contribute positively to that staff team</li> <li>• To go about your duties with a positive and enthusiastic attitude - to be confident, hardworking and conscientious, and at all times promote good practice</li> <li>• Participate in training to improve personal development and skills</li> <li>• To wear suitable clothing/uniform and correct PPE as necessary</li> <li>• Follow agreed risk assessment when moving furniture etc. to clean</li> <li>• Handle chemicals and cleaning equipment carefully. Use all cleaning materials and equipment according to the task they are intended for and in accordance with the school Health and Safety policies and COSHH data sheets</li> <li>• Ensuring that all cleaning materials are kept in a locked cupboard when not in use</li> <li>• Adhere to school and legal regulations regarding health, safety, fire and accident reporting</li> <li>• Implement the provisions of the school's Safeguarding policy which can be found on the school website</li> </ul>

	<ul style="list-style-type: none"> <li>Any other reasonable request made by the Headteacher</li> </ul> <p>This list is not intended to be exhaustive, and you may be required to undertake other comparable duties as the School requires from time to time.</p>
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## Person Specification

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

	Essential	Desirable	Method of Assessment
<b>Qualifications:</b>	<p>Previous cleaning experience</p> <p>Excellent knowledge of cleaning products and equipment alongside practical skills, knowledge of health and safety and keen attention to detail</p>	<p>Experience of working in school</p> <p>COSHH Training</p> <p>Awareness of Health &amp; Safety Training</p> <p>A trained First Aider</p>	<p>Production of the Applicant's certificates and Application Form.</p>
<b>Skills:</b>	<p>Flexibility to deal with the varied requests made on a daily basis</p> <p>Good interpersonal and communication skills with the ability to relate to children and adults.</p> <p>Ability to work as part of a small team and on own initiative</p>		<p>Contents of the Application Form.</p> <p>Interview.</p> <p>Professional references</p>
<b>Personal Competencies and Qualities:</b>	<p>Good level of physical fitness, including the ability to lift and carry equipment from place to place.</p> <p>Pleasant and friendly manner, responsible and reliable</p> <p>Commitment to achieving high standards of cleanliness and hygiene.</p> <p>Reliability with good timekeeping</p> <p>Willingness to undertake further training.</p>		<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>

