

Stretham Community Primary School

JOB DESCRIPTION - School Cleaner

Reporting to: The Caretaker

Grade: £12.26 per hour Leave to be taken during school holidays. Occasional extra hours to cover absences.

Hours: Vary.

- After school positions typically 2 hours 3.30pm-6.00pm term time plus two weeks (holiday cleaning).

Job Summary:

As part of a team, maintain the cleanliness, safety and security of the school site.

Principal Accountabilities:

- Ensure site cleaned to required standards;
- Ensure cleaning products and equipment used and stored safely;
- Ensure site remains safe and secure.
- Associated ancillary duties as directed by the Site Manager or School Business Manager or Headteacher

Job Content:

Key Responsibilities

1 Cleaning

- 1.1 Under the direction of the Site Manager/Cleaner in Charge, undertake any work that falls within the range of a cleaning operation, which includes sweeping, dusting, emptying litter bins, washing, vacuum cleaning, scrubbing, buffing, polishing, toilet/washing facilities cleaning in all areas of the school site as directed.
- 1.2 Report to the Site Manager any maintenance or stock requirements or safety concerns.
- 1.3 Work to maintain the safety and security of the school site and those within it. Store, use and dispose of all chemicals used in the appropriate manner. Use equipment sensibly and for the task it is intended using the safety equipment provided. Advise the Site Manager of any security or safety concerns. Take reasonable care for own safety and that of others who may be affected by your actions or omissions and co-operate with governors / SLT on all matters relating to Health and Safety.
- 1.4 Take all reasonable steps to work with, support and co-operate with all staff on site.
- 1.5 Assist with ensuring access to the site is safe during extreme weathers i.e. gritting.
- 1.6 Undertake training as and when determined by the School Business Manager including child protection training.

2 Other

- 2.1 Promote and support the values of the school.
- 2.2 Attend occasional meetings with the site staff team and Headteacher
- 2.3 Treat any information regarding children and staff as private and confidential.
- 2.4 Ensure that information relating to a child's safety is shared effectively and sensitively with colleagues and other services, and in keeping with the school's policy for confidentiality.
- 2.5 Any other reasonable task as directed by the Headteacher.

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CLEANER - PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications		First Aid certificate
Knowledge	Knowledge of basic health and safety and first aid. Manual handling training Storage and use of chemicals Cleaning experience	COSHH awareness Use of fire extinguishers
Skills and Abilities	<p>Effective communication skills.</p> <p>Ability to work effectively as part of a team but also alone and to apply given instructions.</p> <p>Ability to react calmly and quickly in an emergency.</p> <p>Be willing to undertake training, including child protection training every three years, and attend team/school meetings.</p> <p>Be aware of equal opportunity issues.</p> <p>Be able to maintain confidentiality.</p> <p>Flexibility with hours and changing demands of the post.</p> <p>Capable of moderate physical activity as role involves furniture moving, using heavy cleaning equipment and lots of bending and stretching.</p> <p>Ability to follow manufacturers' instructions for chemicals.</p> <p>Able to comply with H&S Policy and directions.</p> <p>Able to deal with all types of cleaning including that involving excrement and/or vomit.</p> <p>Take pride in a 'job well done'.</p> <p>Is punctual and reliable.</p> <p>Commitment to promoting and safeguarding the welfare of all children.</p> <p>To support and promote equality.</p>	To maintain a clean and safe environment for all users of the school

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS is a requirement for all staff. Any appointment will be subject to two satisfactory references and medical clearance.

Risk Assessment for the Cleaner Role

Hazards	Risk / Outcome	Rating	Measure	Responsibility
Slips and trips	Staff could suffer an injury from a slip or trip at work.	Low	<p>Spillages and debris cleared away immediately and signs used to indicate wet floors.</p> <p>Corridors and thoroughfares kept clear of trip hazards such as boxes.</p> <p>Hoovers to be plugged in and used in the same room. Stretching wires across thoroughfares to be avoided.</p>	All and Cleaner in Charge / Site Manager
Manual Handling	Staff could suffer an injury from carrying / moving heavy items incorrectly.	Low	<p>Manual handling training provided to all staff.</p> <p>Trolleys provided to move items throughout the school.</p> <p>Staff trained not to overfill waste bags or buckets.</p>	Cleaner in Charge / Site Manager
Working at height (i.e. cleaning windows, walls, ledges)	Falls from height can cause bruising and fractures.	Low	<p>Appropriate equipment available (kick stools, step ladders)</p> <p>'Working at Height' training provided.</p> <p>Ladders and step ladders only used for short duration tasks (30 minutes or less)</p>	Cleaner in Charge / Site Manager
Using Cleaning Equipment / Machinery	Injury from incorrect use.	Low	<p>Staff trained on correct use of cleaning equipment and machinery.</p> <p>Staff are trained on identifying the correct equipment for the task.</p> <p>Machinery maintained regularly.</p>	Cleaner in Charge / Site Manager
Lone Working	Staff could suffer an injury or ill health while working alone.	Low	<p>Staffing ratios are determined to avoid lone working wherever possible.</p> <p>Lone working must be agreed by the School Business Manager / Headteacher and an individual appointed to account for the MOS working alone.</p> <p>Lone worker must have immediate access to a phone.</p> <p>No working at heights when lone working.</p>	School Business Manager
Using electrical equipment	Staff could get burns or shocks from electrical equipment.	Low	<p>Staff aware of proper use of electrical equipment and undertake a visual inspection i.e. look for damaged cables, wires,</p>	Cleaner in Charge / Site Manager

			<p>broken on/off switches, leaking batteries.</p> <p>Electrical equipment PAT tested every two years.</p> <p>No electrical equipment to be used unless school equipment / recently PAT tested.</p>	
Inexperienced Staff	New or inexperienced staff are at risk of harm if they are unaware of safe working practices/local procedures.	Low	Working practices, the H&S policy and this risk assessment discussed as part of induction.	Cleaner in Charge / Site Manager
Fire	If trapped, staff could suffer fatal injuries, choking or burns.	Low	<p>Fire risk assessment of the site undertaken every two years.</p> <p>Fire exits clearly marked.</p> <p>Site plan made available as part of induction.</p>	Cleaner in Charge / Site Manager
Use of chemicals	Staff are injured or suffer ill health from improper use of chemicals.	Low	<p>COSHH procedures in place.</p> <p>Staff are aware of correct PPE to use for chemicals identified as having a potential to harm in line with the product data sheets.</p> <p>Use of harmful chemicals restricted.</p> <p>First aid available throughout the cleaning shift.</p>	Cleaner in Charge / Site Manager