



JOB DESCRIPTION FOR SUPPORT STAFF

JOB TITLE: Cleaner

REPORTS TO: Cleaning Supervisor / Caretaker

PURPOSE OF THE JOB

To provide an on-site cleaning service for a specified area whilst maintaining a high standard of cleanliness with the school, as directed.

STAFF MANAGEMENT/FINANCIAL MANAGEMENT

The position is not responsible for managing staff or a budget.

PRINCIPAL ACCOUNTABILITIES

- Undertake cleaning of allocated areas in line with specified standards and as directed.
- To be aware of the cleaning schedule and follow as directed by line manager.
- Operate/use domestic and industrial cleaning equipment and materials, following appropriate training and inform the line manager when cleaning materials are getting low so that the new supplies can be order in adequate time.
- To respond to requests and rectify issues outlined by the line manager.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
- Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification of the premises
- To ensure that the protective clothing supplied (where appropriate) and cleaning equipment provided are maintained in a clean and presentable appearance.
- To report faulty equipment to the line manager immediately.
- To cover for sickness/holidays as directed by the Site Manager/Cleaning Supervisor.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

General Requirements

All school based posts are defined as Regulated Activity and therefore the post is subject to an Enhanced with Barred List DBS check.

All employees are expected to share this commitment, to follow MKET'S safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

Commitment to uphold MKET's Equality and Health and Safety Policies

All staff must follow the MKET Code of Conduct

All staff must have an understanding of the requirements of Data Protection and confidentiality in the workplace

Cleaner

We confirm that this document conveys a full and accurate description of the job January 2016:

Signed:
Postholder Line Manager

NECESSARY KNOWLEDGE, EXPERIENCE AND SKILLS

| | ESSENTIAL | DESIRABLE |
|---|---|------------------|
| Qualifications | No specific qualifications | |
| Knowledge | | |
| Experience | Extensive hands – on experience of a wide range of cleaning functions. | |
| | Experience of working to cleaning schedules. | |
| Skills | Scheduling cleaning tasks in accordance with agreed procedures. | |
| | Commitment to quality customer service. | |
| | Responsive and flexible | |
| | Working co-operatively with teaching and other support staff. | |
| | Basic problem solving within appropriate limits. Dealing with day to day incidents and emergencies. | |
| | Team orientated | |
| | Shared responsibility for building cleanliness. | |
| | Responsible for Stocks of consumables | |
| | Health and safety awareness in all aspects of work. | |
| | Awareness of opportunities for self-improvement | |
| | Willingness to be flexible with working hours and days to respond to school's needs. | |
| Planning and Organising work | Scheduling own cleaning tasks as directed in accordance with agreed procedures and priorities. | |
| Planning capacity and resources | | |
| Influencing and Interpersonal skills | Excellent communication and interpersonal skills. Fluency in English. Working co-operatively with teaching and other support staff. | |
| Using initiative | Ability to ask for advice and support where necessary | |
| Working independently | Shared responsibility for building cleanliness. | |
| Managing people | Co-operative working with colleagues | |
| Managing resources | Use and safekeeping of equipment Stocks of consumables | |
| Managing risk | Health and Safety awareness in all aspects of work. | |
| Managing oneself | Excellent attendance and punctuality record | |

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|-----------------------------|---|--|
| | Awareness of opportunities for self improvement. | |
| Environment | | |
| - Work demands | Ability to work to deadlines and under pressure. Self-motivating with a positive attitude. | |
| - Physical demands | | |
| - Working Conditions | | |
| - Work Context | | |
| | | |
| General requirements | <p>All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List DBS check.</p> <p>Belief in the positive difference high quality educational opportunities make to people’s lives.</p> <p>Commitment to uphold MKET’s Equalities and Health and Safety Policies.</p> <p>All staff must follow the MKET Code of Conduct.</p> <p>All staff must have an understanding of the requirements of Data Protection and confidentiality in the workplace.</p> | |