



LEADING THE WAY
FOR GENERATIONS



Job Title: Cleaner

Responsible to: Headteacher and CEO of the Partnership

Scale: Grade 1 Scale point 3 to 4

Core purpose: Carry out cleaning of school premises in accordance with relevant cleaning specifications and to ensure that premises are kept in a clean and hygienic condition.

Advise the Premises Manager/Headteacher when the need arises for repairs and maintenance to the premises and furnishings to ensure safe conditions at all times.

This job description will be reviewed regularly to reflect, or anticipate changes to the job commensurate with the salary and areas of responsibility.

The post holder will:

- support the implementation of the Partnership’s vision and values;
- ensure that both the Partnership’s and individual school’s policies are promoted and adhered to;
- contribute in the Partnership to developing a learning culture with high expectations in a safe and secure learning environment;
- foster effective relationships with parents/carers and students in the Partnership.

Specific responsibilities:

- To ensure all waste bins are emptied and refuse is removed and taken to the designated disposal point to ensure the site is clean and tidy and meets with health and safety requirements.
- To clean all furniture and fittings including ledges, pipe work and radiators ensuring high standards of cleanliness and hygiene are met and maintained.
- To clean all sanitary fixtures and fittings including the lavatories, wash room facilities and showers etc, ensuring all areas are maintained to the required standards of health and safety, reporting any damaged or broken facilities, or other maintenance issues to the appropriate member of staff.
- Carry out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.
- Clean all other floor areas appropriately i.e. sweeping, mopping, polishing etc, ensuring wet floor H&S hazard signs are used when required to ensure wellbeing of staff/pupils is maintained.



- To use floor scrubbing machines when required, following correct operating procedures to ensure personal and others safety and wellbeing. To assist in the whole school clean during school closure as per the school cleaning programme.
- To check windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately.
- To attend any training courses relevant to the post, ensuring continual personal and professional development.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Headteacher/CEO.

Developing Self and Working with Others:

- Take part in an annual staff performance review with line manager.
- To create and maintain good working relationships among all members of the Partnership community.
- To promote appropriate personal and professional development of all staff in the Directorate, providing an example through their own development and practice.
- To set an example to students in work ethic, conduct, dress code, punctuality and attendance.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person to ensure the School complies with all current legislation.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

Variation in the role:

Given the dynamic nature of the role and structure of Stanley Learning Partnership, it must be accepted that as the Partnership's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the postholder.

Equality and diversity:

Stanley Learning Partnership is committed to equality and diversity and will take action to discharge this responsibility. Many of the actions, however, will rely on individuals embracing their responsibilities with commitment to ensure a positive and collaborative approach to Equality and Diversity. This will require staff to support the



Partnership's initiatives on Equality and Diversity which will include development and training designed to enhance practices and the experiences of staff, students and visitors to Stanley Learning Partnership and the schools within it, with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action being considered.

Safeguarding:

Stanley Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Failure to embrace these commitments may lead to formal action being considered.

Confidentiality:

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets.

Induction:

The school has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.