**The Dormston School**

**Job Title**: Cleaner

**School:** The Dormston School, Sedgley

**Responsible to**: Site Manager

**JOB DESCRIPTION**

**Main Tasks:**

Cleaners are responsible for a wide range of cleaning duties and responsibilities, and ensuring that areas of work allocated are cleaned to the required standard/specification.

Which would normally include the following:

1. Thoroughly cleaning areas to the required specification, as directed, using correct techniques and cleaning equipment.
2. Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to staff or pupils. This could include bodily fluids, vomit, blood, excrement, on occasions.
3. Locking and unlocking windows and doors as directed.
4. Undertaking training in use of methods, materials and equipment as instigated by your Supervisor.
5. Working safely using correct warning signs, protective clothing and safety equipment, being mindful of hazards to staff and pupils. Compliance with the Health & Safety practices of the School. Compliance with schools health & safety policies.
6. Replenishing supplies of toiletries, plastic bags etc., as directed.
7. Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemicals are securely and safely stored when not in use.
8. Emptying vacuum cleaners and buffer vacuum bags at the end of **each** session. Cleaning and checking all equipment used after use, checking cables for wear and tear and storing away in a suitable safe area. Notifying supervisor of any faults found.
9. Ensuring mops, cloths etc., are washed and left to dry as appropriate at the end of each cleaning session.
10. Reporting any defective electrical sockets, lighting, vandalism etc., in your cleaning are immediately to your Supervisor.
11. Ensuring Supervisor is aware of low stock levels of materials and equipment for which you are responsible.
12. Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition.
13. Covering on a rota basis for absent colleagues when required, which may involve some change in hours/times.
14. Covering other allocated areas of work as required. Allocated areas of work are subject to change at any time.
15. To assist in cleaning any other areas of the school site when specified, as required, e.g. out of term time cleaning rotas and areas.
16. Hours are liable to change during holiday periods as and when required.
17. Any other duties or responsibilities as defined by the Head Teacher or Business Manager.

**General Duties:**

* To be accountable for and promote equal opportunity and cohesion. To meet school and Council objectives.
* All employees have a responsibility not only for their own behaviour but also for others regarding equality of opportunity. All incidents must be reported to the supervisor.
* To participate in performance review and development. Develop his/her own skills and expertise in a professional manner.
* To represent the school in a professional manner at all times.
* To meet the schools aims and objectives.
* To actively promote to safeguarding and child protection, attend safeguarding training and promote the welfare of children, young people and vulnerable adults at an appropriate level to this role.
* Be aware of and comply with policies and procedures relating to, but not exclusively to Child Protection, Safeguarding, Data Protection, E-safety, Code of Conduct, Security, confidentiality and reporting of all concerns to the appropriate person.
* Contribute to the overall ethos and standards expected by the school.
* Attend and participate in meetings as required.
* Any other duties commensurate with the duties/responsibilities/grade of this post.

**Flexibility:**

* All staff are expected to be accept reasonable flexibility in working arrangements and the allocation of duties including normal allocated posts at a lower responsibility level, in pursuance of school and council aims, and effective team working.

**Special Conditions:**

* This post is subject to the DBS checking process.
* The school is committed to safeguarding and the welfare of all pupils and staff.
* The successful candidate will be appointed subject to satisfactory medical, reference and DBS checks.

**Dormston School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  All posts within the school will require Enhanced DBS Clearance, ID and Qualification Checks.**

**The Dormston School**

**Person Specification**

**Job Title:** Cleaner

**School:** The Dormston School, Sedgley

**Experience:**

* Demonstrable experience of cleaning in a professional / work environment.
* Experience in the use of appropriate professional cleaning equipment.
* Experience of dealing with members of the public and liaising with persons at varying levels.

**Qualifications / Training:**

* Good numeracy and literacy skills.
* Willingness to participate in training and development.

**Practical Skills:**

* Must be capable of moderate physical activity.
* Ability to apply school Health & Safety practices and procedures.
* Methodical, practical approach to cleaning.
* Pride in own work.
* Ability to understand and comply with instructions (written and verbal).
* Ability to understand and follow manufacturer’s instructions with regard to chemical usage.

**Personal Qualities and Attributes:**

* Good communication skills and ability to deal with a wide range of people and children.
* Ability to work effectively on own initiative and as a member of the team.
* Have an awareness of confidentiality and date protection.
* To actively promote our commitment to safeguarding and the welfare of pupils.
* To have high standards in line with the schools expectations.
* Must be adaptable to change.
* Be flexible in approach to areas worked.
* Be Approachable.
* Be responsible’.

This post may be subject to verbal/physical abuse.

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