

BRACKNELL FOREST COUNCIL**JOB DESCRIPTION**

Job Title: Relief/casual cleaner	Section/Location: Birch Hill Primary School
School: Birch Hill Primary School	Grade/Salary Range: Grade K
	Working Pattern: Adhoc as required

JOB PURPOSE

To support the day to day running of the school by carrying out cleaning duties in an area of the school to cover for absence.

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

Works under the direction of the Site Controller

MAIN DUTIES AND RESPONSIBILITIES

- Duties include cleaning classrooms, corridors, toilets and office and facility areas as instructed by the Site Controller.
- To ensure compliance at all times with school policies, procedures and standards, including health and safety, hygiene, inclusion, confidentiality.
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff observe school policies and procedures to keep children safe from harm
- To clean the school following guidelines and procedures and instruction from the Site Controller.
- To ensure that good hygiene levels are adhered to at all times
- Ensuring that Health and Safety policies are implemented and to follow Health and Safety regulations.
- Work requires bending, kneeling and crouching for periods of time and may also involve lifting.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
- To be familiar with Equal Opportunities good practice and the school's requirements for Diversity and to implement this in all aspects of working practice and promote it in the team and workplace

SCOPE OF JOB (Budgetary/Resource Control, Impact)

No supervisory responsibility.

The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.

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PERSON SPECIFICATION**

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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	Commitment to Training	Current safeguarding training
Competence Summary (Knowledge, abilities, skills, experience)	<p>Ability to work efficiently and effectively and use initiative.</p> <p>Ability to work well in a team.</p> <p>Ability to follow instructions.</p> <p>Good communicator</p> <p>Ability to relate well to adults and children, respond sensitively and flexibly to potential competing demands.</p>	Previous experience as a cleaner in an educational setting
Work-related Personal Requirements	<p>Friendly approach.</p> <p>Good timekeeping.</p> <p>Reliability.</p>	
Other Work Requirements	Suitability to work in a school – a clear DBS check and two references will be required.	