



## JOB DESCRIPTION

**NAME:**

**JOB TITLE:**           **TEMPORARY CLEANER**

**HOURS:**               15 hours per week  
225 days per year (45 weeks)  
3.00-6.00pm

**SALARY SCALE:**   Medway Scale E2, points 1 - 3 (pro-rata)

**LOCATION:**           To work across both school sites (based at one site but subject to periodic review as school organisational needs demand)

**REPORTS TO:**       1. Site Manager for day-to-day supervision and instruction.  
2. Business Manager  
3. Headteacher, who has overall responsibility for the school.

## **RESPONSIBILITIES AND DUTIES:**

Under the direction of the Site Manager, the postholder will be responsible for ensuring that the designated areas of the school premises are kept in a clean and hygienic condition. All duties must be carried out within the codes of practice of the School Health and Safety policy. Working hours may be subject to variation, and duties will vary between term and closure periods.

## **GENERAL DUTIES/RESPONSIBILITIES FOR ALL SCHOOL STAFF:**

Safeguarding and promoting the welfare of children is employee's responsibility. Everyone at Abbey Court School has a role to play in safeguarding pupils. In order to fulfil this responsibility, all staff should make sure their approach is always child centred. Staff will follow school policy with regard to all safeguarding matters at all times.

1. To carry out school policy as documented and/or as directed by the Headteacher.
2. To present the school in a positive way in the community.
3. To respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
4. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school, being mindful of teaching during cross over hours.
5. To assist in the provision of a high quality educational experience for all children, working in partnership with teaching and school support staff.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. To carry out cleaning, washing, sweeping polishing and dusting.
2. To empty litter bins.
3. To operate powered equipment (e.g. vacuum cleaners, polishers, wash/scrub/clean machines) where appropriate and as directed.
5. To replenish soap, towels and toilet paper to all toilets on site, as necessary.
6. To undertake major cleans during the school holidays as agreed with the Site Manager.
7. To stock take cleaning and caretaking supplies and alert the Site Manager when orders need to be placed. To assist in the checking off of deliveries and storing of supplies.
8. To participate in the school Performance Management Scheme and, to take part in arrangements for further training. (This would normally take place during five staff development days arranged by the school). Individual training opportunities are available and, therefore, there is an expectation that these would be identified and met regularly.
9. To report any defects in buildings, furniture and fittings identified throughout day to day work.
10. To work in a responsible and safe manner, paying attention to all Health & Safety procedures operating within the school.
11. To implement safeguarding policies and procedures at all times.

### **Additional Responsibilities : to be negotiated annually**

This job description describes the way the postholder is required to complete and perform the duties set out above. These duties may be varied from time to time to meet the changing demands of the school at the discretion of the Headteacher and following consultation with you. This job description does not form part of the Contract of Employment.

Signed .....

Date .....

K. JOY  
February 2017



## PERSON SPECIFICATION

### CLEANER

Applications will be short-listed on the basis of the following criteria. In your application please show with relevant examples, how you meet the requirements detailed.

<b>A</b>	<b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>B</b>	<b>EXPERIENCE</b> <ul style="list-style-type: none"> <li>• Have cleaning experience, preferably within an educational setting</li> </ul>
<b>C</b>	<b>KNOWLEDGE</b> <ul style="list-style-type: none"> <li>• An understanding of the importance of hygiene in a special school setting</li> </ul>
<b>D</b>	<b>APTITUDE</b> <ul style="list-style-type: none"> <li>• The ability to follow instruction/direction from a range of professionals</li> <li>• Ability to take the initiative when required</li> <li>• Good organisational skills</li> </ul>
<b>E</b>	<b>SKILLS</b> <ul style="list-style-type: none"> <li>• A flexible approach</li> <li>• The ability to be an effective team member</li> </ul>
<b>F</b>	<b>PERSONAL CIRCUMSTANCES</b> <ul style="list-style-type: none"> <li>• A professional approach and attitude</li> <li>• Ability to remain level headed in a crisis</li> </ul>
<b>G</b>	<b>EQUAL OPPORTUNITIES</b> <ul style="list-style-type: none"> <li>• A commitment to the Council's Equal Opportunities policies and the ability to understand and implement the policies in relation to the job</li> </ul>