

Job Description

Job title	Afternoon & Evening Cleaner
Hours of work	4pm to 7pm (with an option to work until 9pm), Monday to Friday 15 hours per week minimum (with an option to work up to 25 hours per week) 36 weeks per year (term time only)
Hourly Rate	(A16) £12.60 per hour plus 4.87 weeks of holiday pay
Actual Annual Salary	£7,724 - £12,874 including 4.87 weeks holiday pay
Responsible to	The Cleaning Supervisor

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to adhere to the School's Safeguarding Policies and Procedures.

Allocation of Duties

The Cleaning Supervisor will allocate duties to each cleaner and rearrange the duties as necessary from time to time. Although in practice, cleaners will normally work in the same area each day; all cleaners will be required to help in any other area within the school, to cover for absences of other cleaners as directed by the Cleaning Supervisor.

1. Cleaning

In general, will cover cleaning halls, classrooms, laboratories, libraries, foyers, corridors, stairs, changing rooms, toilets, showers, offices, storerooms etc, including furniture, lockers, equipment, light fittings, windows, window blinds, whiteboards etc.

Cleaning will include vacuum cleaning, dusting & polishing, deep cleaning, washing, shampooing, cleaning up in emergencies, such as accidents or illness, and the use of all cleaning equipment and materials as directed and in accordance with modern cleaning methods which will be changed and updated from time to time; emptying waste bins. Toilets and washrooms: cleaning and replenishing supplies as required, toilet rolls, soap, paper towels etc.

A Cleaning Specification is also provided for each area to be undertaken on a daily or weekly basis as described.

2. Cleaning Equipment and Materials

Ensure that all cleaning materials and equipment are kept clean and well maintained, including emptying of vacuum cleaner bags, washing of pads, brushes, mops, dusters etc.

3. Disposal of Rubbish

All disposable waste material should be put into refuse bag and taken daily to the disposal bins.

4. Furniture and Fittings

Arrange furniture and curtains etc in orderly fashion and/or as directed before and after cleaning.

5. Security

Ensure that windows and doors are fastened or locked as directed and lights switched off before leaving. Lock all internal doors.

6. Health and Safety

Cleaners to comply with all Health & Safety requirements including:

- a) Signing in and out using an automated clocking in machine provided.
- b) Safe use and storage of all cleaning materials and equipment.
- c) Wearing protective clothing as and when required.
- d) Seeking assistance and/or training if in any doubt as to the safe use of materials or equipment and/or cleaning procedures.

Cleaning can be helped considerably by good maintenance. All Cleaners are therefore provided with notebooks to note down any items of damage, breakages, vandalism or other wear and tear which can then be dealt with by the maintenance staff.

7. Holiday tasks

If appropriate, to undertake special holiday cleaning tasks as directed by the Cleaning Supervisor.

8. Other Duties:

Any other cleaning related duties as may be required by the Cleaning Supervisor from time to time.

9. General

All cleaners will be expected to help maintain a high standard of cleanliness throughout the premises. Exhibit an ability to work in a way that promotes safety and wellbeing of children and young people.

The above list is not exhaustive but summarises the key roles to be performed. A willingness to respond supportively to changing circumstances or the changing needs of the School is part of working in a school environment and is expected of the postholder.

Pension Scheme

If applicable, you will be automatically enrolled into the King Edward's School, Bath Group Personal Pension Plan with an employer's contribution of 6% of salary, to be matched by a 2% employee contribution.

DBS Clearance

All appointments are made subject to satisfactory DBS clearance. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

Safeguarding

All staff are in a position of trust and have a duty to keep children and young people safe and to protect them from neglect and physical and emotional harm. This duty is in part exercised through the development of respectful caring and professional relationships between staff, children, and young people. Staff are expected to be familiar with the local child protection arrangements and understand their responsibilities to safeguard and protect children and young people.

Person Specification

Qualifications	Essential	Desirable
Good level of numeracy and literacy both in spoken and written English language	✓	
NVQ or BTEC in Cleaning		✓
Basic level of computer literacy		✓
Knowledge and Experience	Essential	Desirable
Understanding of basic COSHH requirements for role	✓	
Previously worked in a physically demanding role and able to demonstrate reasonable level of fitness	✓	
Personal Qualities	Essential	Desirable
Punctual and reliable with a professional and smart appearance.	✓	
Flexible approach to working pattern and duties undertaken	✓	
Organised and delivery focussed approach to tasks	✓	
Effective communication skills with a range of stakeholders	✓	
Problem solving skills and the ability to spot areas for improvement.	✓	
Be a team player	✓	
Be proactive and self-motivated with ability to work on your own initiative.	✓	
Possess a good sense of humour	✓	
Ability to remain calm under pressure and to support line manager during periods of pressure	✓	
High standards of personal integrity and honesty	✓	
Be discrete and possess a clear understanding of the need for confidentiality	✓	