



# Millais School

In pursuit of excellence

## JOB DESCRIPTION/ROLE SPECIFICATION

<b>Job title</b>	Cleaner/s	<b>Grade</b>	2
<b>Area/Dept</b>	Premises	<b>Hours</b>	15 - 35 hours per week
<b>Line Manager</b>	Assistant Maintenance Supervisor	<b>FT/PT</b>	Full or part time, term time only contract Hours between 3.00pm - 10.00pm

### Purpose

- Deliver a quality cleaning service according to set work schedules and procedures
- Support the learning of the students by providing a clean and tidy environment in school
- Assisting with maintaining the health and safety in the school workplace by cleaning to a high standard and promptly reporting any maintenance issues or hazards to the cleaning supervisor

### Main duties

#### Daily:

- Signing in and out, complete with times and date
- Sweeping or vacuuming floors and stairs
- Washing down staircases
- Dusting and cleaning teachers' desks
- Cleaning work surfaces, benches, ledges, sills, and the like
- Wiping paintwork as required to remove handprints and scuff marks
- Cleaning toilet pans and wash basins
- Mopping floors
- Topping up toilet rolls, soap and hand towels
- Reporting any damage/graffiti
- Keeping your cleaning equipment clean and tidy
- Emptying rubbish into main bin
- Turning off lights and closing windows

#### Occasional deep cleaning duties:

- Removing cobwebs, dusting and washing ledges, including those at high level
- Cleaning Venetian blinds
- Cleaning whiteboard/smartboards and dusting monitors
- Cleaning around all windows
- Cleaning paintwork





- Moving cupboards/cabinets to clean behind
- Cleaning cupboards, filing cabinets, low level storage and shelving
- Cleaning all handrails and supporting iron, wood or stonework
- Cleaning desks, removing chewing gum

#### Other Specific Duties and Responsibilities

- Establish and maintain a professional, enthusiastic and positive attitude and commitment to work with the team.
- Develop constructive relationships and communicate with other agencies/professionals.
- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students follow this example.
- To continue personal professional development as agreed and engage actively in the staff appraisal process.
- To comply with the school's Health and Safety policy.
- Undertake similar duties commensurate with the level of the post as required by the SLT not mentioned in the above.
- To adhere to school policy on equality and diversity.

Employees will be expected to comply with any reasonable request from the SLT to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and external agencies.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This role specification contains an outline of the role holder's principal accountabilities and is not intended to be exhaustive. It will be reviewed with the jobholder at appropriate intervals by the Line manager in consultation with the Headteacher and the Governing Body.



## Person Specification - Cleaner

<b>Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
• GCSEs (Grade C or above) including Maths and English		✓
• Evidence of ability to clean to a specified standard	✓	
• Qualification or certification standard in cleaning		✓
• Experience of working in a team		✓
• Working knowledge of COSHH and health and safety	✓	
• Experience of cleaning offices and large halls/spaces, preferably in a school environment		✓
<b>Knowledge and Skills</b>		
• Good comprehension and communication skills	✓	
• Ability to see tasks through to a successful conclusion	✓	
• Ability to manage time effectively	✓	
• Understanding of schools policies and procedures		✓
• A reasonable level of fitness	✓	
<b>Personal Attributes</b>		
• Committed to excellence	✓	
• Confidentiality	✓	
• Enthusiastic with a positive and optimistic outlook		✓
• A commitment to the safeguarding and welfare of all	✓	
• Hardworking with attention to detail	✓	
• Resilient	✓	
• Patient and persistent		✓
• Tactful, respectful and sensitive to the needs of others	✓	
<b>Competencies</b>		
• Concern for Quality		
• Customer Focus		