

The Shropshire Gateway Educational Trust

Job description: Senior Cleaner and Site key holder

Job details

Job title: Senior Cleaner and Site key holder

Salary: Scale 2 £18562 -£18933 plus mileage allowance when applicable.

Position subject to annual performance management review.

Hours: Monday to Friday hours 22.5 per week to include daily site opening and lockup in the evening.

Contract type: permanent term time (39 weeks), plus 2 weeks during holiday periods.

Overtime if required across all Trust schools at £9.62 per hour plus mileage allowance if applicable.

Reporting to: Headteacher, Trust estates and Facilities Manager.

Main purpose

1. Operational Tasks

Caretaking:

To act as keyholder completing school opening up and lockup at the beginning and end of the school day, having due regard to alarms and security.

Reporting all incidents to the Headteacher or Trust Estates and Facilities Manager.

To ensure the school site is safe for pupil and staff arrival and use in times of inclement weather such as gritting etc.

To be flexible in completing this role at other schools in the Trust if required. Overtime and a mileage allowance would be payable in this instance.

Cleaning;

To provide a cleaning service for the school, carrying out general cleaning duties.

Duties may include working in all types of rooms, including offices, classrooms, hall, corridors, toilets.

- Vacuum cleaning hard and soft floors
- Spot cleaning of spillages
- Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
- Emptying and cleaning bins
- Cleaning toilets including sanitary fittings and surrounds
- Mopping and spray cleaning hard floor surfaces
- Wiping and polishing and straightening furniture
- Replenishing janitorial supplies in toilets, etc
- Checking and closing windows, switching off lights after work
- Such other duties as may be allocated from time to time

To work with due diligence regarding the safe use of chemicals and cleaning materials as instructed by the Trust Estates and facilities Manager following Health and Safety guidelines and including the use of Personal Protective Equipment (PPE),

To operate, ensuring the safe use of all cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers following Health & Safety guidelines.

To maintain all School standards of hygiene and safety of all Cleaning equipment and Cleaning Cupboards in your charge.

To report any hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal school operations, immediately to senior staff,

Report any incidents/problems to senior staff.

During periods when the school is closed, routine cleaning is undertaken throughout the school. This may include stripping and sealing floors, high level dusting, wall washing, etc.

To be flexible in completing this role at other schools in the Trust if required.

To act as keyholder completing school lockup at the end of a cleaning shift having due regard to alarms and security. Reporting all incidents to the Headteacher or Trust Estates and Facilities Manager.

To be flexible in completing this role at other schools in the Trust if required. A mileage allowance would be payable in this instance.

2. Resources Tasks

- Ensure the maintenance of a clean and orderly working environment.
- Timely and accurate preparation of routine equipment /resources / materials.
- Undertake basic record keeping as directed.
- Refill and replace consumables.
- Report faulty equipment and other maintenance requirements to appropriate person.
- Comply with school security arrangements i.e. securing entrances / exits as appropriate and reporting potential security breaches.
- Ensure lights and other equipment is switched off as appropriate.

3. Organisation Tasks

- Monitor and arrange orderly and secure storage of supplies.
- Daily check for quality/safety e.g. routine visual checks of equipment.
- Operation of everyday equipment in accordance with instructions.

4. Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and operate under COSHH regulations and to undertake regular updates and training in regard to this.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

5. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the Trust Code of Conduct and related policies and procedures.

6. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the Trust Staff Code of Conduct and related policies and procedures.

7. Other Duties

- Any other duties that the Headteacher feels is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

8. Review and Signatures

- This job description is subject to review by the Headteacher/Trust in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job Description and Personal Specification agreed by:

Post holder:

Signed: **Date:**

Name of line manager:

Signed: **Date:**

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the employee will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Qualifications and experience	NVQ Level 1 or equivalent qualification or comparable experience in cleaning and support services. General cleaning experience
Skills and knowledge	Ability to use relevant equipment. Ability to relate well to children and adults. Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards. Willingness to gain knowledge of health and safety procedure and precautions Willingness to acquire awareness of COSHH regulations. Willingness to acquire awareness of hygiene procedures. Ability to work on own or as part of a team. Sufficiently fluent in spoken English to ensure effective performance in the role

Personal qualities	Flexible High standards and a pride in doing a job well Good communication with team Positive can-do attitude – problem solver Must be able to meet the physical demands of the role
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Notes:

This job description may be amended at any time in consultation with the postholder.