



Orwell Park School

Job Title: Cleaner
Reports to: Cleaning Supervisor
Date: June 2018

Main Purpose

To support the teaching staff, to meet the academic, pastoral and other needs of students by improving the quality of teaching and learning, thereby enabling all students to achieve the full potential by; completing cleaning duties in accordance with an agreed schedule and to a required standard to ensure that students have a comfortable, clean, safe and well maintained environment in which to work or otherwise, use the School/College facilities.

To assist the Bursar in the provision of support arrangements for Orwell Park School.

Specific Responsibilities:

- Be responsible to the Cleaning supervisor ensuring your work is completed to an agreed schedule and to a required standard.
- To undertake appropriate training to perform their duties.
- To use and manage cleaning equipment used/needed by cleaners in a safe and effective manner.
- To ensure that cleaning equipment and materials are safely maintained and stored.
- To undertake cleaning duties as required, an example range of tasks is as follows:
 - Empty and wash out bins in all rooms.
 - Tidy and dust Staff Room.
 - Tidy and dust Offices.
 - Vacuum carpets.
 - Clean EYFS toilets, staff toilets and hand basins.
 - Wash floors in laundry, kitchen, bathroom and Nursery.
 - Damp dust where appropriate.
 - Keep a check on cleaning materials and re-order via the Manager.
 - Lock or unlock the building securely.
 - Undertake any other duties as may be required from time to time.
- To move furniture and other items of equipment as necessary to allow for the effective performance of cleaning duties.
- To ensure that in undertaking duties in rooms, that windows and doors are closed and locked when leaving rooms.

- To carry out such other tasks and duties as required by the line managers appropriate to the grading of the post.

Health and Safety

- Have an understanding of H&S requirements particular to cleaning with the school.
- To carry out duties placed on employees placed on staff by Health and Safety Legislation.
- To adhere to all health and safety policies agreed by the College's Governors.
- To be aware of and adhere to C.O.S.H.H. Regulations (Control of Substances Hazardous to Health (Amendment) Regulations 1991).

Special Factors:

Subject to the duration of the need, the special conditions given below apply:

The nature of the work may involve the postholder carrying out work outside of normal working hours. The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service. Expenses will be paid in accordance with the Conditions of Service.

This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the School's safeguarding policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the School's DSL (Designated Safeguarding Lead) or to the Headmaster.