**Lidget Green Primary School**

**Outline Job Description**

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| **Post Title:** | **cleaner** |
| **Grade:** | **Band 1, SCP 1** |

**Generic Introduction:**

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Lidget Green Primary School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the Council Services.
4. Lidget Green Primary School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Safeguarding Statement:**

The school pays full regard to current DfE guidance **Keeping Children Safe in Education**. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including volunteers and contractors’ staff.

In line with statutory duties, the following will apply:

* we will maintain an up to date single central record detailing the range of checks carried out on our staff and volunteers
* we obtain a DBS Enhanced Disclosure for allnew appointments to the school workforce
* we seek confirmation from applicable staff that they are not disqualified from childcare under the Childcare (Disqualification) Regulations 2009. This includes:
	+ staff employed in our EYFS, including the two year old room
	+ staff employed to provide out of school care, as Reception aged children may attend the care club (Kidzone)
	+ members of the SLT
* we obtain confirmation of appropriate checks and on–going training for supply staff from their agencies
* where possible, contractors whose staff have DBS checks are used. Where this is not possible, appropriate measures are taken to supervise these workers. Similarly, occasional visitors to the school who do not have DBS certificates are supervised appropriately.

All staff are provided with a copy of **Keeping Children Safe in Education** and relevant updates; they are asked to sign that they have read and will follow the guidance given.

Our school also complies with the current BSCB Safe Practice guidance. Safe working practice helps to ensure that pupils are safe because all staff:

* are responsible for their own actions and behaviour and avoid any conduct which would lead any reasonable person to question their motivation and intentions;
* work in an open and transparent way;
* work with other colleagues where possible in situations that may be open to question
* discuss and/or take advice from school management over any incident which could give rise to concern;
* record any incidents or decisions made;
* apply the same professional standards regardless of gender or sexuality;
* are aware of and abide by the school’s confidentiality policy
* are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

**Prime Objectives of the Post:**

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

**Knowledge and Skills:**

*(See Personnel Specification)*

**Effort Demands:**

# Will carry out timely & accurate preparation of routine equipment/resources/materials, as set out in pre-defined instructions to meet required deadlines.

**Responsibilities:**

* Will treat all users of the school with courtesy and consideration, maintaining effective relationships.
* Will contribute to the performance of the team, ensuring that a customer focused service is provided.
* Will operate everyday equipment with care and in accordance with established procedures, reporting faulty equipment, perceived hazards & other maintenance requirements to appropriate person.
* Will undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises.
* Will clean all surfaces, fixtures and fittings, floors, walls, partitions and internal woodwork, toilets, changing rooms and other sanitary areas as appropriate.
* Will collect and dispose of waste in appropriate manner.

**environmental demands/Working Conditions:**

* Will occasionally work outdoors and be exposed to the elements/weather.
* Will regularly be exposed to dust, dirt, unpleasant conditions and hazardous chemicals.
* The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
* This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
* Report all concerns to an appropriate person.

**Special Conditions of Service:**

* No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

**Other considerations**

* To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school’s nominated Child Protection Co-ordinator or the Headteacher.
* To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
* Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
* Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
* Must be legally entitled to work in the UK.

**PERSONNEL SPECIFICATION:**

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|  | **ESSENTIAL (E)/DESIRABLE (D)** |
| **Experience:** | * Working within a school setting (D)
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| **Qualifications/****Training:** | * Will possess basic literacy and numeracy skills (grammar, spelling and basic mathematical knowledge) (E)
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| **Knowledge/Skills:** | * Will be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person. (E)
* Will be prepared to use relevant equipment. (E)
* Will possess the ability to relate well to children and adults. (E)
* Will be prepared to gain knowledge of health, hygiene and safety procedures and precautions & regulations e.g. COSHH. (E)
* Will possess the ability to work alone or as part of a team. (E)
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