# The Chiltern School
# Cleaner

## Job Description

### School Vision

Where we learn and achieve together, where we dare to be different.

Our **vision** is to be a centre of excellence, to inspire, innovate and promote the best practice in inclusive pedagogy, that is recognised locally, regionally and nationally for SEND development and provision, where we put the pupils at the heart of all decision making. Our children will leave being happy, confident, inquisitive and independent.

Our **purpose** is to help develop young people by nurturing their talents. To provide outstanding educational provision for young people with SEND. We provide meaningful and purposeful learning that prepares them with the skills, knowledge and attitudes to be happy, confident, safe and independent adults who have the life chances they deserve.

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| Grade / Salary | NJC point 3 / £8,725.93 per annum actual |
| Working Hours | 13.75 hours per week, term time plus 5 inset days and 2 weeks to be worked over the school holidays at Easter and Summer. |

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## General description of the post

### General Duties

- Empty waste bins or similar receptacles routinely, and transport waste material to designated collection points.
- Clean floors, including sweeping to control dust and debris and mopping to sanitise using hot water, with suitable cleaning products at the end of each school day.
- Safely use electronically powered scrubbing, polishing and vacuuming machines to scrub, polish, spray and clean floors for which you will receive the correct training for.
- Dust, damp wipe, wash or polish the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fitments.
- Replenish consumable items including, soap, toilet rolls and paper towels, where required.
- Clean toilets, urinals, hand basins and sinks on a daily basis.
- Safely use chemicals as directed by the cleaning supervisor.
- Undertake wall washing and inside window panel cleaning to a height no greater than body height plus an arm's extension from floor level, during weekly cleaning maintenance programmes.

### Administration

- Keep a check on cleaning stock levels and inform the cleaning supervisor of low stock levels, e.g. of cleaning products.
- Making sure that Smartlog training is up to date regularly.
- Record all completed cleaning tasks on a daily basis.

### Resources

- Maintain clean, tidy and organised work spaces and storage areas.
- Check equipment and machinery used and ensure health and safety guidelines are adhered to.
- Provide support to staff as requested and in accordance with their own training and skill parameters.

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**Wider responsibilities**

- Be aware of and comply with the school's Child Protection and Safeguarding Policy, Health and Safety Policy, Equality Information and Objectives Policy, Data Protection Policy and any other relevant policy and procedure. Directing any questions about policy and procedure to your line manager.
- Develop effective professional relationships with colleagues.
- Maintain confidentiality of the school, its pupils, and parents, acting in accordance with the school's Confidentiality Policy at all times.
- Contribute to and support the overall vision and ethos of the school.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.
- Undertake additional duties as reasonably requested by senior staff.
- Be committed to safeguarding and promoting the welfare of children and young people.

**Values and behaviour**

All staff play a vital role in assisting to make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

**Personal and professional conduct**

All staff are expected to demonstrate good standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout your career. It is important to maintain high standards of ethics and behaviour, within and outside school, by:

• treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position;
• having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
• showing tolerance of and respect for the rights of others and not undermining

fundamental British values, including: - democracy, the rule of law, individual liberty and mutual respect, and - tolerance of those with different faiths and beliefs;
• ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.

**Responsibilities**

The post holder is accountable to their line manager at all times.

**Conditions of employment**

This Job Description does not form part of the Contract of Employment and the duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head teacher and following consultation with you and will be reviewed annually as part of the appraisal process.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application that you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.
The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment'.

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| Person Specification | | |
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| | **Essential** | **Desirable** |
| **Qualifications and training** | • Be qualified in literacy and numeracy<br>• Be willing to undertake online training as required on Smartlog.<br>• Have experience of working in a school environment. | • Have basic administrative experience<br>• First aid certificate<br>• Health and safety training, e.g. COSHH |
| **Experience** | • Successful working practices in cleaning.<br>• Using general cleaning equipment, e.g. vacuums and carpet cleaners.<br>• Fulfilling all spoken aspects of the role with confidence. | • Working in an educational environment<br>• Basic administrative experience including record keeping |
| **Knowledge and skills** | • Have an in-depth knowledge of cleaning equipment and techniques.<br>• Understand health and safety issues and good practice in relation to cleaning. | • Have an awareness of policies and procedures relating to working in a school<br>• Be able to contribute to the wider school community and activities |
| **Personal qualities** | • Flexible in terms of working hours. including evenings in line with the school calendar and lettings.<br>• Eligible to work in the UK.<br>• Open to having the relevant security checks made, e.g. an enhanced DBS check.<br>• Suitable to work with children and young people.<br>• Able to communicate effectively.<br>• Flexible and positive towards change. | |

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| | • Willing to work as part of a team.<br>• Reliable and organised.<br>• Approachable and self-motivated.<br>• Able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate.<br><br>At The Chiltern school we expect all staff to demonstrate and model our core values. Curiosity, Kindness, Respect, Aspiration, Courage.<br><br>These are particularly important for this role but you will also need to demonstrate that you are:<br><br>• Empathetic<br>• Well organised<br>• Diligent<br>• Conscientious |