**Beechcliffe School Thackley Site**

**Outline Job Description**

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| **Post Title:** | **cleaner** |
| **Post Ref:** | **Cl2020** |
| **Grade:** | **Band 1, SCP 1** |
| **hours** | **16 hours/ 52 weeks** |

**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. This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment
4. This 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.

**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.
* 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.
* The post holder may be subjected to antisocial behaviour from pupils directly or members of the public/parents/site users, including aggressive and anti-social behaviour. You are expected to follow the schools policy and procedures for behaviour management, and any specialist training when dealing with incidents
* The post holder is expected to be an exemplar of good attendance for pupils. This is important for both the consistency to very vulnerable pupils and to role model for pupils achievements possible when people have good attendance in work and school.
* To ensure their practice meets the Health and Safety Duty of care that all staff have for each other, the pupils and other visitors within the school or when conducting off site visits
* To ensure their professional practice meets the requirements of the Equalities Act at all times.
* All staff are expected to contribute to and adhere to the policies and procedures for the school. Particularly staff must regularly familiarise themselves with and follow
  + policies and procedures for health and safety, including ensuring the health and safety needs of themselves and others through dynamic risk assessments
  + safeguarding including child protection, Keeping Children Safe in Educations and PREVENT,
  + e-safety and the use of social media in order to protect the pupils and the school.
  + The use of phones, photographs and videos
  + Behaviour (including anti bullying) policy and principles
  + Policies and procedure linked to the Equalities Act
  + Manual handling.
* 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:**

***Essential (E) on application or Desirable (D) willing to get***

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|  | **ESSENTIAL (E)/DESIRABLE (D)** |
| **Experience:** | * Experience as a cleaner (D) * Experience within and SEND setting (D) |
| **Qualifications/**  **Training:** | * Will possess basic literacy and numeracy skills (grammar, spelling and basic mathematical knowledge) (E) * Cleaning and Support Services N/SVQ Level 1 **OR** equivalent experience or equivalent qualification, **OR** willingness to train to achieve these. (D) |
| **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. (D) * Will be prepared to use relevant equipment. (E) * Will possess the ability to relate well to children and adults. (E) * Prepared for the impact of working in a specilalist setting with pupils with SEND and SEMH (D) * 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) |