

## JOB DESCRIPTION



**Job Title:** Cleaning Operative

**Grade:** B

**Accountable to:** Site Manager

**Place of Work:** Talbot Primary School

### **Role Remit:**

- Carry out the cleaning of the interior of the school to an agreed standard under the direction of the Site Manager.
- Ensure the highest standards of cleanliness and general hygiene of the school premises.

### **Key Responsibilities:**

#### **General**

- To ensure the highest level of cleanliness is maintained throughout the school on a daily basis, to Include:
  - Cleaning hard surfaces, floor surfaces, walls, windows, fixtures, fittings and equipment as directed to an agreed standard, using powered equipment where appropriate.
- To ensure standards and procedures are adhered to.
- To use cleaning materials appropriately, as instructed and economically. To identify when replenishments are required and report to Cleaning Supervisor.
- To ensure that tools and equipment are in good working order, reporting any faults to the Site Manager.
- Ensure that waste is correctly disposed of into the designated areas, i.e. general waste and recycling.
- Where practical ensure that windows are closed, lights are switched off and doors are locked when you finish.
- To report health and safety issues to your line manager, including all accidents and near misses
- To promote good safety habits and methods of work
- To ensure all cleaning materials are used in line with COSHH safety standards
- To maintain a clean, safe and hygienic work area at all times using separate cloths and mops for

toilets, classrooms and food preparation areas.

- To maintain high standards of personal hygiene.
- To be aware of their responsibilities for Health and Safety of themselves and others.
- To be honest and respect school property and equipment.
- To ensure confidentiality at all times.
- To undertake any training relevant to your role.
- To maintain good working relationships with other school staff, and co-operate with reasonable changes to daily work routines to assist with the smooth operation of the school.
- Comply with all decisions, policies and standing orders of the school and Hamwic Education Trust; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the GDPR.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the outcomes of Keeping Children Safe in Education (KCSiE).

***Supporting the school***

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the trust's/school's Health and Safety policy.

***Work Environment***

- The post requires frequent physical effort, including walking around the site, lifting and carrying of cleaning equipment.

***Other Duties:***

To undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

**Manager Signature:** .....

**Employee Signature:** .....

**Date:** .....

## PERSON SPECIFICATION



### Qualifications:

- No formal qualifications required however some on-site training will need to be completed.

### Experience:

- Previous experience is advantageous, but not essential.

### Skills and Knowledge:

- Ability to work unsupervised, as well as within a team
- Ability to utilise cleaning materials safely in accordance with Health and Safety regulations
- Ability to handle confidential information with discretion
- Ability to use their own initiative.
- Knowledge of school's behaviour and management policy and procedures (training provided in school)
- Knowledge of school's fire and emergency procedures (training provided in school)
- Knowledge of Child Safeguarding procedures (training provided in school)
- To respect and care of school property.

### Personal Attributes:

- Be polite, professional and friendly at all times with pupils and colleagues.
- To have the ability to manage their own time effectively and to prioritise work.
- Be able work as part of a team. Have the ability to respect and value the different experiences, ideas and backgrounds of others. Be prepared to assist colleagues in a willing and positive manner including assisting with other duties as required.
- Be flexible, reliable, punctual and trustworthy.