**OLDHAM HULME GRAMMAR SCHOOL**

**Job Description – Cleaner**

## **Responsibility**

The cleaner will be appointed by and be responsible to the Estates Manager.

The Cleaning Supervisor will be the supervisor and responsible for the day to day direction of the cleaner.

## **Liaison**

The need for confidentiality is very important and must always be carefully considered.

No liaison with external bodies is authorised; any enquiries from parents or other persons, except of the most general nature, should be referred to the Cleaning Supervisor.

Internal liaison with staff and pupils is authorised in connection with the tasks listed below.

## **Tasks**

1. **Cleaning**
   1. Operating vacuum cleaners, floor scrubbers and buffers as required
   2. In term time carry out full cleaning duties as directed by the Cleaning Supervisor/Estates Manager to include wet and dry cleaning, vacuuming, polishing, dusting and rubbish removal. This will normally involve taking responsibility for a specific area which will include toilets, changing rooms, corridors and classrooms.
   3. To work flexibly and cover other areas in the event of sickness or other absences and when required in preparation for special events.
   4. In holiday periods work as a member of a team to undertake deep cleaning which may involve working from height and will include a requirement to assist in moving furniture to allow the work to take place.
2. **Health and Safety**
   1. Reading and complying with the employers Health and Safety Policy both for their own protection and for all other employees, pupils and visitors on site.
   2. Abide by the employers rules and procedures for the storage and use of cleaning materials and in particular COSHH regulations
   3. If suitably qualified act as a first aider.
3. **General**
   1. Any other duties that the Bursar, Estates Manager or Cleaning Supervisor may reasonably request from time to time.
4. **Child Protection**
   1. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and may be expected to carry out the following duties:
      * Child protection, discipline, health and safety
      * Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

|  |  |  |  |
| --- | --- | --- | --- |
| **Person Specification - Cleaner**  **The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** | | | |
|  | **Essential**  *These are qualities without which the applicant could not be appointed* | **Desirable**  *These are extra qualities which can be used to choose between applicants who meet all of the essential criteria* | **Method of  Assessment** |
| **Qualifications** |  | First Aid Qualification  COSHH Knowledge  Safe Lifting | A |
| **Experience**  **Skills**  **Knowledge** | Knowledge/understanding of Health & Safety issues.  Understand COSHH regulations and manual handling.  The ability to perform general cleaning duties, use cleaning equipment and assess cleaning requirements of the building  To work well in a team, but also alone; with the ability to work unsupervised  Ability to carry out verbal and written instruction | Experience in using a wet & dry cleaning buffing machine  Experience of cleaning in a school environment | A/I/R |
| **Personal competencies and qualities** | Motivation to work with children and young people.  Ability to form and maintain appropriate relationships and personal boundaries with children and young people.  Emotional resilience in working with challenging behaviours**.**  Positive attitude to use of authority and maintaining discipline. |  | A/I/R |

A = Application form, C = Certificates, I = Interview and R = References