

Wadham School – Job Description



CLEANER **25 hours per week**

Contract: Permanent

Weeks per Year: 40 (Term time plus one week summer holiday)

Grade: 16 Point 2 £14,036 per annum

Responsible to: Site & resources Manager

Main Purpose

To ensure the designated areas of the school are cleaned to appropriate specifications in accordance with Health and Safety requirements, to ensure a clean, hygienic and safe environment for teaching and other school activities to take place.

Main Responsibilities and Duties

- Working with some supervision to an established work pattern
- Empty waste bins and dispose of collection bag contents safely
- Wash, clean and polish floors using appropriate machinery and cleaning agents
- Wipe down, dust and polish furniture in a careful and thorough manner, checking tables, chairs and fixtures for any damage likely to cause injury
- Undertake deep-cleaning during some holiday periods, including washing walls, furniture and fixtures where required
- Operate a safe working environment within the buildings by displaying appropriate Health & Safety signs etc.
- Maintain the cleaning storage area in a clean, tidy and safe condition
- Refer any issues, breakages or difficulties to the Cleaning Supervisor in a timely manner to ensure that health and safety requirements are maintained at all times
- The post-holder may from time to time be required to carry out other cleaning duties commensurate with the role

Physical Working Conditions

- This is a physical role and candidates should expect to be standing, walking and working throughout.
- Physical work, cleaning using potentially hazardous cleaning agents (COSHH Training is required and can be offered for suitable candidates)
- Cleaning equipment/machinery is in various sizes and weights (e.g. polishers, scrubbing machines, wet vacs) and should be handled in an appropriate manner in accordance with instructions and specifications provided
- Working conditions can require being adaptable to different work areas, including bending, kneeling and stretching as well as working in confined areas
- The role typically involves the cleaning of toilets, classrooms, corridors, kitchens, foyers, laboratories and office areas
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Education and Qualifications

- Previous experience of cleaning in a school/industrial environment (desirable)
- COSHH Training (desirable)
- Health and Safety experience/understanding in a similar or role (desirable)

Skills, Knowledge and Abilities

- Highly motivated, enthusiastic and able to work as part of a team
- Self-motivated and able to use own initiative
- Adaptable and able show flexibility to situations as they change
- Be willing to undertake Safeguarding Training and other online courses

Relationships

- Reports to the Cleaning Supervisor
- Has no direct supervision of other staff
- Has some contact with staff, students, parents and members of the public
- Able to work effectively within a team

Supporting Documents and Information

- For an application form and job description describing the role, please visit the school website www.wadhamschool.co.uk/vacancies
- You will be required to complete a Somerset County application form with a full work history with details of two professional referees to apply.
- We are unable to accept CV's.
- Successful applicants will be supported in applying for an enhanced DBS check and must complete a Criminal Record Declaration.
- Wadham School is committed to safeguarding and promoting the welfare of children. Rigorous checks will be made of the successful applicant's background credentials, including enhanced DBS checks and information on the public domain on social media platforms.

Notes

This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.