****

**Job Description**

|  |
| --- |
| **School: Rosslyn Park Primary and Nursery School** |
| **Post Title: Midday Cleaner** |
| **Grade/Pay Range: Grade A point 1A-1B** |
| **Hours/weeks: 10 hours per week term time only** |

**Overall Purpose of Post**

Working as part of a team to perform a variety of regular and one-off cleaning tasks and duties as directed by their line manager.

**Main Duties and Responsibilities**

You will be required to carry out the following duties. The nature of the school year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

* To undertake the cleaning of the school buildings using the necessary chemicals and equipment.
* To carry out a range of cleaning duties, including sweeping, vacuum cleaning, floor polishing, dusting, mopping, maintaining sanitary items, etc.
* To comply with legislation, school procedures and safe working practices.
* To report faults and hazards to their Supervisor, as soon as possible.
* To assist members of the school cleaning staff with other duties, as required.
* To undertake training relevant to their job, in order to ensure that their work is carried out to the highest possible standard.
* To work on own initiative, unsupervised whist carrying out their duties.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
* Participate in the Trust Appraisal process and undertake training and professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of Transform Trust
* Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.

Name of Post Holder

Signature

Date

**Person Specification**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Areas of**  **responsibility** | **Requirements** | **Measurement** | | | | |
| **P** | **A** | **T** | **I** | **D** |
| Knowledge | * Basic understanding of different cleaning methods and equipment. * Ability to be trained to carry out a range of cleaning duties, including using different equipment and materials safely. * Basic awareness of Health and Safety. |  | \*  \* | \*  \*  \* | **\***  **\*** |  |
| Skills/Abilities | * Ability to work on own initiative and to ask for help   when required.   * Ability to communicate verbally with colleagues   and customer.   * Awareness of the importance of good customer care. * Must have a flexible attitude to their work duties   and location.   * Will need to be able to manage some heavy lifting |  | \*  \*  \*  \*  \* | \*  \* | **\***  **\***  **\***  **\***  **\*** |  |
| Other | * Willingness to clean any area of the school as requested by the caretaker * Willingness to take personal responsibility for standard of work carried out * Willingness to participate in further training and development opportunities offered by the school, to further knowledge * Willingness to maintain confidentiality on all school matters |  | \*  \*  \*  \* |  | **\***  **\***  **\***  **\*** |  |

|  |
| --- |
| **P: Pre-application A: Application T: Test I: Interview D: Documentary evidence** |

**Transform Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks**