



Cleaner JOB DESCRIPTION

Job Description: Cleaner

Reporting To: Chargehand Cleaner

Pay Scale: Scp2

Job Purpose: To maintain a high standard of cleanliness throughout the School.

Key Responsibilities: Specific

- Carry out cleaning duties which include:
- Operation of vacuum cleaners
- Operation of buffing machines
- Use of cleaning chemicals under COSHH regulations
- Manual handling of cleaning equipment, resources, materials
- Working at height off small steps to clean surfaces and wipe down
- Damp wiping down flat surfaces, sinks and doors and architraves
- Cleaning and polishing furniture
- "T" sweeping
- Mopping
- Cleaning windows (internally)
- Cleaning walls and skirting boards
- Floor stripping
- Floor polishing
- Cleaning toilets, showers and changing rooms
- Sweeping and moping stairs
- Operation of wet pick up machine
- Operation of floor scrubber
- Operation of carpet shampoo machine
- Operation of large sports hall floor scrubber
- Support the School Cleaning Team at all times and present a positive image of the school
- Organise and carry out all allocated work to fulfil operational requirements.
- Contribute to the efficiency and quality of the service and undertake training as required.
- Maintain personal health and safety and carry out all work in accordance with healthy, safe working practices.
- Maintain security and confidentiality.
- Develop and maintain effective relationships with colleagues
- Observe the requirements of all identified cleaning procedures and action plans.
- To act as a first aider as and when required

Key Responsibilities: General

The post holder will be required to act on their own initiative or on the authority delegated from their line manager or a member of the School/TEAL SLT.

The post holder will be expected to work within TEAL and the schools' policies and procedures and uphold the organisation's vision.

The job description is not intended to be a complete list of duties and responsibilities but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of TEAL. The post holder will undertake any other duties appropriate to the remit.

TEAL is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others.

The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely).

The key competencies and behaviours commensurate with this post are identified overleaf.



Ethical Behaviours Charter

Competency	We do this by
Trust	• Being reliable, consistent, credible, honest, humble, courageous and kind. • Managing emotions and helping others to do the same. • Keeping promises and doing what we say we will • Having genuine compassion for others
Wisdom	• Developing knowledge and expertise, then sharing that knowledge • Learning from mistakes and failures and admitting when we are wrong • Seeing systems and processes as ways to fulfil our purpose, removing or changing them if they fail in that.
Kindness	• Being patient, respectful, generous and forgiving. • Acting with compassion and care, listening and seeing the person behind the role • Focusing on relational practice; building trust and rapport with others by empowering and elevating them.
Justice	• Doing what is right, rather than what is popular or easy • Ensuring we live our sense of purpose and values in the way we behave, make decisions and communicate. • Applying rules in a consistent, transparent and fair way, whilst allowing for discretion and common sense. • Valuing difference, building diverse teams and encouraging others to behave responsibly and with moral purpose.
Service	• Putting ourselves in the service of others. • Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour • Behaving in a dutiful way, demonstrating humility and self-control. • Removing barriers to enable others to do their jobs well
Courage	• Holding ourselves to account when something goes wrong. • Remaining calm, optimistic and positive in the face of adversity and change. • Speaking honestly, openly and with empathy
Optimism	• Believing in our own ability, and the ability of others, to do what is right to change the world for the better. • Calling out negativity, cynicism and dishonesty. • Remaining positive and encouraging, helping others to overcome challenges and celebrating their success.
Vision	• Anticipating the future and embracing it. Thinking strategically, analysing and assessing information to deliver organisational growth. • Reading, researching, networking and sharing learning with others. • Believing in the potential of others; helping them be the best they can be.