

## JOB DESCRIPTION

<b>Post Title</b>	<b>Federation Cleaner</b>
<b>Salary Scale / Grade</b>	<b>SCP 1</b>
<b>Workbase</b>	<b>Federative</b>
<b>Hours per week</b>	<b>15</b>
<b>Full time or Term time</b>	<b>Term Time plus 11 days</b>
<b>Reporting to</b>	<b>Federation Cleaning Manager</b>

### Job Purpose:

To provide efficient and effective cleaning support to the Federation sites, including ensuring the security and general appearance of the buildings and surrounding areas are maintained in accordance with required standards. The Federation is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share this commitment.

The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by the Federation Cleaning Manager are adhered to, and take care of equipment, reporting issues and damage immediately to the Federation Cleaning Manager.

There may be a requirement for a certain amount of overtime working, usually for parent / open evenings or hired events.

### Key tasks and responsibilities:

- To assist the Federation Cleaning Manager in the delivery of a quality cleaning service.
- To ensure that the work is completed to the required standard and to meet service level agreements.
- To provide a clean, healthy and safe environment for users of Federation buildings and grounds.
- Requirement to work in any part of the Federation sites at the direction of the Federation Site Supervisor, or Federation Cleaning Manager, who may from time to time move staff around or make changes as required .
- Responsibility for turning off lights, closing windows, and locking doors in work area when finished.
- Responsibility to ensure cleaning storage cupboards in work area to remain locked when not in use.
- Requirement to work term time plus 11 additional days throughout the school year. These days are to be agreed in advance with the Federation Cleaning Manager and will be at usual contracted times, unless otherwise agreed with the Federation Cleaning Manager.
- The Federation reserves the right to insist on staff signing a confidentiality agreement depending on the security / data protection requirements of your work area.

### Key tasks and responsibilities:

- Clean ledges and surfaces of fixtures and fittings such as radiators, sinks, toilets, blinds, desks, chairs, monitors, skirting boards, doors and door frames. Use appropriate cleaning materials / equipment.
- Clean with hoover / mop all floor surfaces having vacuumed any Altro flooring first.
- Remove marks from floor surfaces, walls (up to 1.8 metres), all internal doors , interior of external doors (including door fittings) using appropriate equipment.
- Sanitise all light switches, door handles and telephones / intercom handsets
- Empty, disinfect and wipe all internal and external bins. Replace bin bags as required.
- Full bin bags to be taken and deposited in main bin area, or other designated areas. Sack trucks are also available to assist with heavier items.
- Keep glass free from stains and smears.
- Real wood furniture to be polished with wax polish.
- Cobwebs should be removed as they appear, using feather dusters / extendable dusters

- Light fittings and higher ledges to be dusted during term breaks / staff development days or agreed deep cleaning sessions,
- Any site issues, or required repairs discovered to be notified to the Federation Cleaning Manager, Caretakers or Federation Site Supervisor as soon as they are discovered.
- Responsibility to notify Federation Cleaning Manager, Caretakers, or Federation Site Supervisor in good time if there are stock shortages.

**Other Responsibilities:**

- To follow and support Federation policies reflecting the Federation's commitment to high achievement.
- To ensure all duties and responsibilities are discharged in accordance with the Federation's health and safety at work policy.
- To promote and safeguard the welfare of children and young people you may come into contact with.
- To participate in the Federation's performance management scheme, ensuring that performance standards and targets are set and met within the timescale.

**Review:**

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

September 2022

	Essential	Desirable	How Tested A – Application I – Interview T - Test
<b>QUALIFICATIONS AND TRAINING</b>			
BICS 1 and 2 in Cleaning and Support Services or equivalent		✓	A
First aid certificate		✓	A
Manual handling trained		✓	A
<b>EXPERIENCE</b>			
Experience of working as a cleaner	✓		A, I
Experience of working in a school cleaning role or commercial premises environment		✓	A, I
<b>KNOWLEDGE AND UNDERSTANDING</b>			
COSHH aware		✓	A, I
Health & Safety aware		✓	
Safeguarding aware		✓	A, I
Ability to understand and analyse information verbally, or in writing, and apply it to your working ethos	✓		I
<b>SKILLS AND ABILITIES</b>			
Reasonable physical fitness, especially for working in large-scale plants or on outdoor areas of the college sites / campus	✓		A, I
Ability to lift heavy items and operate cleaning machinery	✓		A, I
Well presented, willingness to work, and to a high standard	✓		A, I
Good listening skills and able to take direction / constructive criticism	✓		A, I
Good understanding and ability to use specialist equipment / resources	✓		A, I
Ability to work in a team environment or own initiative with full working knowledge of relevant policies / codes of practice / legislation	✓		A, I
Methodical, good attention to detail, excellent organisational planning and time management skills	✓		A, I
The ability to be flexible and positive, demonstrating a “can-do” attitude, with commitment to promoting the overall ethos, values and mission statement of the Federation.	✓		I
Ability to organise, lead and motivate other staff		✓	A, I
The ability to take quick and effective action		✓	A, I
The ability to liaise positively with staff, students / carers and be focussed with a friendly and professional manner		✓	A, I
<b>PERSONAL QUALITIES AND ATTITUDES</b>			
Patience and diplomacy because the role requires a collaborative approach	✓		I
Attention to detail	✓		I
An interest in own personal development and willing to develop through appropriate CPD opportunities	✓		I