



## Job Description

<b>Job title:</b>	Cleaner
<b>Reporting to:</b>	Catering Manager
<b>Hours:</b>	Early mornings and afternoons (term time)
<b>Salary:</b>	available upon application

### **A little more about us:**

West Heath School is an Independent Special School, which forms part of the West Heath charity set up specifically to support vulnerable children for whom mainstream were unable to meet need due to significant and complex needs. This group includes children and young persons with significant mental health difficulties, High Functioning autism and Asperger's Syndrome

The varying needs of this cohort impacts upon their ability to engage with their academic and personal development. West Heath School has created a number of different learning environments and approaches to education to enable students to successfully access provision and the support to make learning possible.

Our learning environments and approaches are based up on removing the barriers to accessing education that our cohort of students previously faced. With a focus upon both personal and academic development, we help our students meet the challenges they face in their day to day lives, empower them to become more independent and active participants in their community.

### **A little more about the role:**

The vacuuming of rooms and corridors and emptying all waste bins

- Cleaning the glass and mirrors
- Dusting the cobwebs
- Sweeping and mopping floor surfaces
- Cleaning the bathrooms and toilets
- Clean areas as assigned
- Ensure that rooms are odor free
- Report anything in need of repair or replacement to the appropriate person
- Keep your cleaning area and space clean and tidy at all time and your cleaning materials safely stored
- Be familiar with the required care standards regulations governing your job
- Maintain polite and good communication with your colleagues and School staff at all time

In addition the Cleaning Supervisor would be required to:

- Develop a cleaning specification for the entire premises
- To oversee the cleaning operation to ensure that the standards of the cleaning specification are met
- To control and safeguard in line with Health and Safety requirements all the cleaning stock and order as required
- Ensure that all equipment is safeguarded and properly maintained
- Ensure that all cleaning staff receive adequate training in the use of equipment and that they adhere to safety procedures.
- To provide operational cover for other cleaning operatives during holidays and other absences

### **Person Specification**

- Experienced cleaning professional
- A team worker
- Able & confident to work on own
- Flexible
- Emotionally robust

### **Skills**

- Previous cleaning experience
- A good general education
- Supervisory skills and evidence of training others
- Effective administration skills
- Ability to work shifts
- Effective communication skills
- A cheerful disposition

West Heath School has a no smoking policy - the school is a smoke free zone.

### **NOTE:**

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

***The School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service***