



Job Description Cleaner

Place of Work: West Heath School, Sevenoaks, TN13 1SR

Hours of Work: Term Time 37.5 hours/ 42 Weeks per Year

Accountable to: Cleaning Supervisor

Direct Reports: Head of Estates & Facilities

The School:

West Heath School is a challenging place to work, but our dedicated staff rebuild lives through education. Teaching respect, encouraging responsibility, building relationships and developing resilience in our students is an integral part of the role. Our committed, dynamic and resourceful staff find the work rewarding.

Main Purpose of the role:

- To maintain a high standard of professionalism regards work ethic and duties to be carried out.
- To act in accordance with the school code of conduct policy
- Work flexibly and efficiently to maintain the highest professional standards
- To work with other Cleaner team members and Management
- To undertake responsibilities / duties required to for fill role

Specific duties:

- General cleaning of school premises
- Ensure all toilet facilities are clean and fully stocked of all toiletry items
- Ensure stocks of all cleaning materials are logged and accounted for
- Ensure pool, sports hall, changing rooms & corridors are safe, clean & tidy.
- Empty external Bins on a regular basis
- Liaise closely with supervisor regards any issues surrounding cleaning of school

General Duties and Responsibilities:

- Responsible for maintaining all cleaning equipment and consumables.
- Ensure pool, sports hall, changing room & corridors are safe, clean & tidy.
- Keep log of all cleaning materials and liaise with supervisor regards re-ordering.
- Regular stocktake and replenishment of Stationary stock when required
- Ensure the use of cleaning products adhered to by the COSHH booklet



Safeguarding

- To undertake relevant Safeguarding training linked to the post and update as required.
- To ensure that you are aware of Safeguarding practices and policies and understand the escalation processes.
- Ensure that Safeguarding practice and policies are at the forefront of your practice with regard to the current guidelines from Keeping Children Safe in Education.
- Promote best practice safeguarding in all interactions with students.

Health and Safety

- Always working safely and hygienically within Health and Safety and Safeguarding Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the School.
- Implement/monitor and contribute to joint initiatives as required.
- To create and develop links between the department and wider school community.
- Celebrate and share success with students, colleagues and parents/carers.

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation.
- Support people to express their individuality and uniqueness in all areas of life.

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.
- Undertake any relevant training as identified.
- Ensure that professional standards are always met.
- To complete any tasks that are reasonably requested by your line manager or SMT.

PERSON SPECIFICATION: Cleaner

The successful candidate will be a strong, forward thinking and inspirational leader who demonstrates commitment to the school's values and ethos, and has the robustness, unwavering enthusiasm and tenacity to meet the needs of this demanding post.

| Requirement | Essential | Desirable |
|-------------------------|---|--|
| 1. Qualifications | Basic Literacy and Numeracy | COSHH |
| 2. Experience | <ul style="list-style-type: none"> • General cleaning ensuring that all areas are maintained, well-presented and the environment is safe and clean | <ul style="list-style-type: none"> • Working in an educational or care environment • Attachment Aware and Trauma Informed Education/ Therapy models. |
| 3. Knowledge and skills | <ul style="list-style-type: none"> • General cleaning practices and procedures • Knowledge/understanding of Health & Safety issues. • Understanding of COSHH regulations and manual handling. • Knowledge of basic safety and fire procedures | |
| 4. Competence | <ul style="list-style-type: none"> • Good organisation skills & self motivated • The ability to perform general cleaning duties, use cleaning equipment and assess cleaning requirements of the building | |
| 5. Personal Qualities | <ul style="list-style-type: none"> • Ability to communicate effectively with a wide range of people including students, staff, outside agencies and members of the public To work well in a team, but also alone; carry out verbal and written instruction • Ability to work in a way which reflects the Schools values/ ethos. • Working practice which encompasses equal opportunities. • Ability to work under pressure while recognising it in self and others. | |

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| 6. Other | <ul style="list-style-type: none"> • Ability to be flexible to ensure the needs of the business are met • Personal development - a strong interest in and commitment to continuous personal learning and development. • Enhanced DBS • Commitment to Safeguarding. | |
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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.

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.