



## SETTLEBECK SCHOOL

### Job Description

|  |   |
|--|---|
| <b>Post Title: Cleaning Operative</b>  |   |
| <b>Hours of Work</b>   | 25 per week, Monday – Friday 10am – 3pm Term time only  |
| <b>Salary</b>  | £9,704.46 (£17,364 FTE) £9/hr   |
| <b>Responsible to</b>  | Site Manager  |
| <b>Job Purpose</b>   | To maintain the school premises to a high standard of cleanliness; required to clean all rooms, including classrooms, offices, toilets, cloakrooms, staircases, corridors, halls and all other areas in use |
| <b>Main Responsibilities</b>   |   |
| <b>Expected Standards &amp; Outcomes</b>   |   |
| <b>Cleaning</b>  |   |
| <ul style="list-style-type: none"> <li>To be responsible for cleaning certain parts of the school site as allocated by the Site Manager (this will vary from time to time).</li> </ul> | <ul style="list-style-type: none"> <li>Cleaning duties are completed in an efficient and timely manner</li> </ul>   |
| <ul style="list-style-type: none"> <li>To use cleaning materials as instructed by the Premises Manager.</li> </ul>   | <ul style="list-style-type: none"> <li>Cleaning materials used in accordance with guidance</li> </ul>   |
| <ul style="list-style-type: none"> <li>To operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers.</li> </ul>                                | <ul style="list-style-type: none"> <li>Machinery operated in accordance with guidance</li> </ul>  |
| <ul style="list-style-type: none"> <li>Spot cleaning of spillages</li> </ul>   | <ul style="list-style-type: none"> <li>Spillages are cleaned in a timely manner</li> </ul>  |
| <ul style="list-style-type: none"> <li>Wiping furniture, ledges, pipes, paintwork, doors and polishing furniture and door glass and straightening furniture</li> </ul>                 | <ul style="list-style-type: none"> <li>Wiping and polishing carried out in a timely manner</li> </ul>   |
| <ul style="list-style-type: none"> <li>Emptying and cleaning waste and recycling bins</li> </ul>   | <ul style="list-style-type: none"> <li>Carried out in a timely manner</li> </ul>  |
| <ul style="list-style-type: none"> <li>Cleaning toilets including sanitary fittings and surrounds</li> </ul>   | <ul style="list-style-type: none"> <li>Standards of cleanliness are maintained</li> </ul>   |
| <ul style="list-style-type: none"> <li>Mopping and spray cleaning hard floor surfaces</li> </ul>   | <ul style="list-style-type: none"> <li>Carried out in a timely manner</li> </ul>  |
| <ul style="list-style-type: none"> <li>Replenishing supplies in toilets and classrooms, etc</li> </ul>   | <ul style="list-style-type: none"> <li>Supplies are kept replenished</li> </ul>   |
| <ul style="list-style-type: none"> <li>To ensure that all Health &amp; Safety procedures are followed, in accordance with guidelines</li> </ul>  | <ul style="list-style-type: none"> <li>H&amp; S procedures adhered to.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Undertake any additional cleaning or other duties from time to time as directed by the Site Manager</li> </ul>                                  | <ul style="list-style-type: none"> <li>Duties completed in timely manner</li> </ul>   |
| <ul style="list-style-type: none"> <li>All defects/hazards must be immediately reported to the Site Manager</li> </ul>   | <ul style="list-style-type: none"> <li>Defects reported in a timely manner</li> </ul>   |

|   |  |
|---|--|
| <b>General</b>  |  |
| <b>Self-development</b> <ul style="list-style-type: none"> <li>To continually seek development opportunities in order to improve personal performance</li> </ul>  | <ul style="list-style-type: none"> <li>CPD co-ordinator is advised of training needs</li> <li>Development opportunities are sought and acted upon</li> </ul>   |
| <b>Attitude</b> <ul style="list-style-type: none"> <li>To act as a professional and positive ambassador for the schools and the college in order to support the cluster's mission and profile</li> </ul>  | <ul style="list-style-type: none"> <li>High level of self-motivation and encouragement of others</li> </ul>  |
| <b>Policy Promotion</b> <ul style="list-style-type: none"> <li>To actively promote the schools' Equal Opportunities, Health &amp; Safety, Data Protection policies to ensure that the schools operate effectively and fairly in line with legislative requirements</li> </ul> | <ul style="list-style-type: none"> <li>Low level of complaints received</li> <li>Positive working culture is demonstrated</li> <li>Positive feedback from performance management</li> <li>Positive feedback from H &amp; S audits</li> </ul> |
| <b>Child Protection</b> <ul style="list-style-type: none"> <li>To adhere to the School's Child Protection and safeguarding procedures</li> </ul>  | <ul style="list-style-type: none"> <li>Procedures followed</li> <li>Low level of complaints due to breach of procedures</li> </ul>   |
| <b>Confidentiality</b> <ul style="list-style-type: none"> <li>To ensure confidentiality of the schools' activities is maintained in order to protect the integrity of the organisations and their people</li> </ul>   | <ul style="list-style-type: none"> <li>Low level of complaints due to breach of confidentiality</li> <li>Demonstration of actions to protect confidentiality</li> </ul>  |
| <b>Flexibility</b> <ul style="list-style-type: none"> <li>To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation</li> </ul>  | <ul style="list-style-type: none"> <li>Willingness to experiment with new methods and approaches / initiative taken</li> <li>Enthusiasm towards changing circumstances</li> </ul>  |

**The school is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.**

Signed: ..... (Post Holder)

Signed ..... (Line Manager)

Date.....

The school reserves the right to amend this document as necessary, after consultation with the post holder, in order to reflect changes in organisational requirements and ensure that the future goals of the school are successfully achieved.

Signed..... Date.....