



## NORTHAMPTON SCHOOL *for Boys*

### **JOB DESCRIPTION**

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

**POST:** Cleaner (NSB Cleaners' Scale)

**LINE MANAGER:** Cleaning Manager

**All staff are expected to:**

- uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- treat students with dignity and at all times observing proper boundaries appropriate to a professional position
- have regard for the need to safeguard students' well-being, in accordance with statutory provisions
- uphold school policy and practice, promote actively the agreed policies of the school and implement the Code of Behaviour and Dress Code as a matter of routine
- follow agreed school policies for communications within the school
- ensure that accommodation is treated with respect and in line with any Health & Safety procedures
- play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example
- comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate
- be thoroughly professional and demonstrate consistently high standards of personal and professional conduct
- maintain high standards in their own attendance and punctuality
- work as a member of the support staff team and to contribute positively to effective working relationships
- communicate effectively with fellow members of the team
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

**The Cleaner will be part of the Estate Team working to maintain a high quality environment, and provide effective support to the school population in general.**

**The main duties of the Cleaner are:**

- to clean designated areas of the school buildings, as directed by the Cleaning Manager or his/her representative;
- to cover for absent cleaners as and when necessary;
- to maintain/replenish stocks of paper in sanitary facilities;
- to advise the Cleaning Manager as to the requirements of cleaning materials through the Assistant Cleaning Manager or Supervisor;
- to maintain in a clean and tidy condition all stores and rooms used for the storage of cleaning materials;
- to wear the issue cleaner operative's uniform or protective clothing as issued;
- to follow the attached Health & Safety procedures;
- to comply with the school's established clocking in and out procedure;
- to ensure the security of the school is not affected by their cleaning activities, and to close and lock all doors on leaving rooms that have been cleaned;
- to report any faults in the fabric of the building to their section supervisor/charge hand;
- to carry out any other duties arising from the use of the school buildings as directed by the Headmaster or his agent.

**Applicants must:**

- be prepared to work additional hours, upon request, in order to ensure that the full cleaning rota is covered
- be sufficiently physically fit to do the required tasks
- respond to requests from school staff relating to cleaning/hygiene matters
- be prepared to carry out a variety of duties in support of the Cleaning Manager
- have a good personal manner
- demonstrate a willingness to join in, learn and contribute to the further success of the Estate Team and of the school.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The school has a strict uniform policy with office dress code for Sixth Form students. It is therefore expected that staff will also follow the same high standards. Cleaning staff are provided with a uniform which must be worn.

**Hours:** After school shift 12.5 hours per week (3.45 p.m. – 6.15 p.m.)

The 42 weeks relates to all term time, training days, a day during each end-of-term holiday period (the last day of such) plus the equivalent of two weeks' work over the Easter and Summer breaks, again usually the last weeks of those respective breaks).

**Rate of Pay:** £8.21 per hour

**This post is subject to an Enhanced Disclosure and Barring Service (DBS) check.**

Sept 2019

## HEALTH & SAFETY PROCEDURES

1. Particular care must be paid to the following
  - signs must be placed in position prior to commencing cleaning
  - care must be taken to reduce the hazards of tripping on trailing cables etc at all times
  - a two colour system of cleaning equipment must be used, e.g. blue cloths/mops in non-sanitary areas and red cloths and mops in sanitary areas
  - household bleach must not be used in any area for cleaning
  - risk assessment cards must be held locally to the cleaning operation in accordance with COSHH regulations
  - never mix chemicals with others
  - wear protective clothing as issued
  - read all instructions on containers
  - label all bottles including spray bottles clearly and correctly
  - lock chemicals away following use; never leave unattended
  - ask the Cleaning Manager or Assistant Cleaning Manager if at all uncertain on how to use a product
  - report all faults to the Cleaning Manager or Assistant Cleaning Manager
  
2. Cleaning machinery
  - inspect machinery before use to ensure that it is safe.
  - be particularly aware of
    - i split or badly twisted leads
    - ii loose insulation
    - iii cracked plugs or casings
  - use machinery only for its designated purpose
  - following use, clean machine and store safely ensuring leads are wound properly on to the machine
  - report any faults to the Cleaning Manager or Assistant Cleaning Manager