

Role Profile: Team leader – Cleaner –Sept 22

Job Purpose	Undertake cleaning of designated areas within school premises. This will be following a cleaning rota with daily, weekly and term time components. The post holder will have contact with children.
Decision Making	The job involves following instructions which define the tasks in detail. Minimal personal initiative is required. The job is subject to supervisory or customer checks or close supervision.
Accountabilities	<ul style="list-style-type: none"> Follow the cleaning daily, weekly and term time cleaning rota and school risk assessment. Supervise, monitor & undertake the cleaning of the school to the standard agreed by the governing body Supervise, train & motivate the cleaning team on a daily basis. Ensure the area being cleaned is safe for colleagues and students. Safe use and maintenance of cleaning equipment reporting any defects to machinery and buildings. To undertake the daily duties of opening and securing the school at the end of the day. This will involve locking up after lettings, including evenings & occasional weekends. As a nominated key holder you will be responsible for responding to occasion out of hours' liaison with security providers. To monitor and report any defects or health & safety concerns to the site manager in regards to the school buildings, fittings; fixtures and furniture Undertake other duties as directed and commensurate with the grading of the role
Demands	<ul style="list-style-type: none"> Some ongoing considerable physical effort is required with periodic requirements for considerable effort to be used when moving chairs, desks and other school furniture in order to undertake cleaning duties. Part of the role will require manual handling and this must be performed according to the Health & Safety policy of the school and as such manual handling training will be required. COSHH awareness & training (online) will be required to perform this role. You will be required to utilise IT systems in order to process orders, and maintain communication with school leaders and your team members. Cover basic duties for the site manager in his absence e.g. holiday, this will include access for site contractors, builders during school holiday periods and take control of the site mobile phone and deal with calls and issues that arise. General awareness required with short periods of concentrated attention when cleaning areas populated with colleagues or students. Ability to lone work is necessary and motivate and manage the task required accordingly, whilst being responsible for your own health and safety. Cover the lock up and unlocking of "lettings" during the school holidays. Complete all mandatory training regarding safeguarding, data protection and any other training required by the school. Be able to secure the building daily, ensuring all windows are shut and doors locked. Inspect and check all areas of the school following holiday club lets i.e. Hi Five/contractors The ability to work flexibly and respond to emergency cleaning incidents as they arise.

Working Conditions	<p>There will be considerable exposure to unpleasant working conditions while undertaking cleaning duties. There will also be exposure to chemical cleaning materials (with due regard to COSHH regulations).</p> <p>There may be requirement to dispose of medical/clinical waste usually in special schools.</p>
Experience, Knowledge and Qualification	<p>Full on the job training and induction programme will be provided and no previous knowledge, experience or qualification is required.</p>
Skills and Technical Competencies	<ul style="list-style-type: none"> • Judgement is required for identifying cleaning materials and methods dependant on surfaces and objects being cleaned and also to identify whether to move paperwork or other items in classrooms, offices or staff rooms. • Cover in the absence of the site manager including planned holidays • Interpersonal skills for communicating routine job related information mainly with colleagues but could include other people within the school environment. • Operation of a range of mechanical cleaning aids including vacuum cleaners and floor polishers. • The ability to use IT systems including e-mail and completing online orders & stock provision. This will involve checking e-mail regularly and responding accordingly. • To plan & co-ordinate deep cleaning of the school, timetabling the work with other members of the team. • To be prepared at short notice for emergency or relief cleaning as & when requested by school leaders. • The ability to drive and have access to a vehicle if living outside the PL9 location
Corporate Standards	<p>Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Horizon Multi Academy Trust's constitution and its policies and procedures. Work within the requirements of the Horizon Multi Academy Trust's Health and Safety policy, performance standards, safe systems of work and procedures.</p> <p>Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</p>