

# SUPERVISOR CLEANER

## Job Description and Person Specification



### JOB PURPOSE

Duties of this role include cleaning the offices, general meeting rooms, boarding houses, classrooms and sports facilities. Cleaning the communal areas, pupil areas, toilets, bathrooms and bedrooms. It may also occasionally include helping out with working in the laundry.

Working as part of a small team, you would also be responsible for co-ordination of cleaning requirements, stock checking, monitoring the cleanliness of the school and reporting to the Headteacher.

Ensuring that cleaning requirements are met for important school functions e.g. Open Days, Holiday Lettings.

### Main duties and responsibilities

- Vacuuming
- Hard floor cleaning
- Cleaning windows (inside)
- High Dusting
- Polishing
- Clean bedrooms and bathrooms
- Carpet Cleaning
- General cleaning of designated areas
- Undertaking training to fulfil the requirements of the role (this includes annual statutory training for all staff covering COSHH, infection control, moving and handling, fire safety, health & safety and Safeguarding)
- Any other duties than those listed above as required and deemed reasonable by the Headteacher.

### PERSON SPECIFICATION

	Essential	Desirable
<b>Education &amp; Qualifications</b>	There are no specific qualification requirements for this role	Evidence of high standards of literacy and numeracy to a minimum GCSE English and maths.
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience isn't essential as training will be provided for the right candidate</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of providing professional cleaning services</li> <li>• Experience of working in a School/ Boarding School</li> </ul>

<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent attention to detail</li> <li>• Pride in work</li> <li>• Ability to work calmly and efficiently at busy times</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of infection control requirements in relation to this role, (for example, understanding the requirements for using colour coded equipment for different areas)</li> <li>• Basic knowledge of COSHH regulations</li> <li>• Ability to use appropriate equipment, for example, carpet shampoo machines, washing machines, etc.</li> </ul>
<b>Values/Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Smart, professional appearance</li> <li>• Drive, commitment and enthusiasm</li> <li>• A team player, willing to work collaboratively within the department</li> <li>• Good verbal communication skills – friendly and professional manner</li> <li>• Ability to prioritise own workload and use initiative</li> <li>• Good work ethic with the desire to deliver a high standard of customer service</li> <li>• Ability to communicate sensitively with children</li> <li>• Willingness to learn and develop as fits with the responsibilities for the role</li> <li>• Ability to maintain confidentiality and privacy of School and Pupil matters</li> <li>• Empathy with Moorland School's core values and mission</li> </ul>	

### General

- To work towards and support the School's vision and objectives.
- To work within the School's health and safety policy to ensure a safe working environment for staff, students and visitors.
- To work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality and appearance and to conduct positive, courteous relations with pupils, parents and colleagues.
- Undertake other reasonable duties related to the job purpose as required from time to time.
- You will be expected to fulfil any reasonable request made by the Head Teacher.

- All staff are required to adhere to the School's Safeguarding Policy at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the School, these concerns must be reported to the School's designated Safeguarding Lead.
- This job description is not exhaustive and will be reviewed as part of the appraisal process. It may be subject to modification or amendment at any time after consultation with the post holder.

### **ADDITIONAL INFORMATION**

<b>LOCATION:</b>	Moorland School, Clitheroe
<b>RESPONSIBLE TO:</b>	Headteacher
<b>HOURS OF WORK:</b>	40 hours per week, term time only – approx. 35 weeks per year
<b>SALARY:</b>	£9.00 per hour

### **AGREEMENT**

This job description will be agreed between the post holder and the manager to whom he / she is accountable to. It may be reviewed in light of experience, changes and developments.

All employees are responsible for ensuring they attend the relevant mandatory training as agreed with their manager. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.