



**RAISING THE EXPECTATIONS AND ACHIEVEMENTS OF ALL**

**We are committed to:**

- **Setting and achieving challenging goals.**
- **Developing, inspiring and motivating effective teamwork**
- **Raising standards and meeting the needs of all learners**
- **Communicating our vision for future school improvement to a wide range of stakeholders**
- **Developing and strengthening partnerships through active collaboration.**

**Job Purpose**

- To provide a high quality, effective cleaning service to ensure a clean and hygienic environment for all building users.
- To work with the cleaning team as a whole, to be responsible for maintaining high standards of cleanliness throughout the school.
- The post is required to work with cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided.
- Enhanced DBS check is required for this post due to working within a school environment.

**Main Responsibilities**

**Operational Issues**

- To carry out cleaning duties within allocated timescales and to take a flexible approach in order to meet the school's requirements.
- Duties will include:
  - General dusting of furniture, fixings and fittings
  - Dust control mopping/sweeping of floors
  - Vacuuming floors
  - Cleaning and polishing floors using electrical buffing machine
  - Damp/wet mopping of floors
  - Polishing furniture, cleaning internal glass
  - Cleaning of sanitary fittings
  - To use cleaning materials as instructed
  - Specialist cleaning (e.g. stripping & sealing floors)
  - Emptying of wastepaper bins
  - Wiping surfaces, fixtures and fittings & paintwork.

**Communications**

- To communicate effectively with other members of the cleaning team.
- To communicate effectively with all members of staff at school.

**Resource Management**

- To participate in the training, development and performance management processes within the school.
- To store cleaning equipment and products safely and securely.

**Safeguarding**

- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

**Systems and Information**

- To fulfil the necessary administrative tasks associated with the responsibilities of the post.

**Data Protection**

- To comply with the school's policies and supporting documentation in relation to Information Governance. This includes Data Protection, Information Security and Confidentiality.

**Health and Safety**

- Be aware of and implement your health and safety responsibilities as an employee and as defined in the Health and Safety Policy.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- Perform duties in line with Health & Safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately.

**Equalities**

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Within own area or responsibility work in accordance with the aims of the Equality Policy Statement.

**Flexibility**

- Recognise the need to respond flexibly to changing demands and circumstances.

**Customer Service**

- A commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.
- To provide a high level of customer service and behave in a way that gives them confidence.
- Customers will be treated as individuals with respect for their diversity, culture and value

**Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post. All staff are required to comply with Upper Wharfedale School's Policies and Procedures.**

The job description will be reviewed annually in light of personal development objectives and School priorities.