

Role Title:	Public Area Cleaner
Location:	The Leys School
Responsible to:	Domestic Services Manager
Hours of work:	Monday – Friday 08.00 – 13.00 with alternate Saturdays (either 07.00 – 09.00 or 08.00 – 10.00), Working all year round and including one Sunday at the end of the Summer Term from 07.00 – 12.00
This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Main purpose of the role The role <ul style="list-style-type: none"> • Duties will include deep cleaning within all areas of the school site. It will also involve some working at height such as cleaning ceilings, light fittings, and rehangng curtains. • To ensure our pupils and staff can both live and learn within a clean, comfortable, and safe environment. • To ensure that all areas within the school are cleaned to the standard required within set timeframes. 	
Main duties and responsibilities <ul style="list-style-type: none"> • Check high areas frequently, i.e., light fittings, shelves, dust and clean accordingly, support with the re-hanging of curtains. • Plan & Deliver the yearly schedule of all public area cleaning throughout the school with the Domestic Services Manager • Check all allocated areas regularly for damage and inform Domestic Supervisor or House Matron to report matter. • Carry out the regular Domestic Assistant role on an ad hoc basis to cover absence or low staffing levels within the department. • Cleaning of window frames where required. • Floors steam cleaned and scrubbed with germicidal solution. • All carpeted areas spot cleaned/full clean. • All walls washed down from ceiling removing dirty marks. • All cobwebs removed from ceilings/walls. • Wall tiles degreased, steam cleaned and polished. • Grime from extractor fan cleaned and removed. • All white goods moved to clean areas behind machinery. • All bedroom and communal area furniture (including bunkbeds) moved and cleaned behind/under on a scheduled basis. • Cleaning of all external school signage (permanent and temporary) • Provide assistance where required to preserve the overall appearance of the school site. • Jet washing external bins and outside areas. 	
Health & Safety and COSHH Requirements <ul style="list-style-type: none"> • Ensuring that a safe/secure environment exists for pupils/staff and customers and meeting requirements under the Health & Safety at Work Act 1974 and COSHH 	

- To refer to and adhere to all Health & Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- Whilst carrying out duties, work in a safe and organised manner, ensure that equipment leads from polishers or vacuum cleaners are not left creating a hazard to other staff or pupils.
- After damp mopping any floor surface, always leave 'Yellow Warning Signs' in place to avoid any accidents on slippery floors.
- Refer and adhere to COSHH guidance charts and substance levels at all times.
- Ensure all equipment is maintained correctly, chemicals and other hazardous items are to be locked in appropriate store cupboards after use.
- Rinse mops/cloths in clean water, leave to dry upright to avoid cross-infection.
- Training will be provided in COSHH, Child Safeguarding, Fire Awareness and Health & Safety

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).

To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.

- To undertake any other reasonable associated request from the Director Pastoral Care, Headmaster/Bursar, or other senior member of SMT as appropriate.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.

Signature:

Date:

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

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Person Specification	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> None required 	<ul style="list-style-type: none"> Functional Maths & English 	<ul style="list-style-type: none"> Production of the applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> Previous experience of working in a similar role in Domestic or Commercial Cleaning, Housekeeping, Social Care or similar environment 	<ul style="list-style-type: none"> Previous experience of working in a school environment 	<ul style="list-style-type: none"> Contents of the application form Interview Professional references
Skills	<ul style="list-style-type: none"> Able to follow guidelines and instructions. Able to work on own Good organisation and communication skills Reliable and trustworthy 	<ul style="list-style-type: none"> Flexible approach Good time management and ability to prioritise tasks. A team player, able to be flexible and adapt 	<ul style="list-style-type: none"> Contents of the application form Interview Professional references
Knowledge	<ul style="list-style-type: none"> Understanding of the importance of safeguarding in a school environment 	<ul style="list-style-type: none"> Thorough understanding of the appropriate use of cleaning equipment and chemicals Previous use of floor cleaning machinery, floor scrubbers and jet washing machinery 	<ul style="list-style-type: none"> Contents of the application form Interview Professional references