

Role Title:	Morning Sports Complex Cleaner
Location:	The Leys School
Responsible to:	Domestic Services Supervisors/Manager
Hours of work:	Monday 06.00 – 10.00 am and Sundays 06.00 – 09.00 am

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

Daily Evening Tasks: -

- To clean areas within the Sports Complex, Toilets, Changing rooms, Gym Areas, Foyer, Classrooms and Communal areas.
- Vacuum daily all areas, dusting woodwork, wipe all work surfaces, empty rubbish bins (recycling and general waste).
- Clean Kitchen area
- Clean all wash hand basins, toilets, urinals, wiping inside and outside the bowl.
- Mop floors daily with disinfectant cleaner. Clean mirrors above basins. Refill toilet paper and soap dispensers and kitchen rolls when needed.
- Wash down all showers.
- Vacuum staircases. Wipe ledges, doorframes, picture frames with damp cloth.
- Wipe down Gym equipment using Super Bac
- Check high areas frequently, i.e., light fittings, shelves, dust and clean accordingly.
- To maintain a high degree of customer care whilst dealing with the public and staff at all times
- Check all allocated areas regularly for damage and inform sports centre staff.

General Tasks: -

- To ensure that a safe / secure environment exists for pupils / staff and customers and to meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H
- To uphold the provisions of the Data Protection Act 1998, understand and be mindful of the School email / internet policy / code.
- To always work within the policies, procedures, and ethics of the School
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To undertake any other reasonable associated request from the Head of Department or a School SMT member
- To always adhere to the Schools Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and always adhere to the School code of conduct and confidentiality.
- 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.
- Whilst carrying out duties work in a safe and organised manner, ensure that equipment leads from floor cleaners 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 C.O.S.H.H. guidance charts and substance levels at all times.
- Ensure all chemicals, equipment and other hazardous items are locked in appropriate store cupboard after use.

- Rinse mops/cloths in clean water, leave to dry upright to avoid cross-infection.

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To always adhere to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and always adhere to 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 Leys

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 a similar environment 	<ul style="list-style-type: none"> Previous experience of working 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 experience of cleaning gym equipment 	<ul style="list-style-type: none"> Contents of the application form Interview Professional references