

Fiveways School
Victoria Road
Yeovil. BA21 5AZ

Tel: 01935 476227
Fax / Answerphone: 01935 411287

Casual Cleaner

Monday to Friday: 2 ½ hours per day
 3.45pm - 6.15pm or early morning (05:30am start) shift by arrangement
 £10.37 per hour (including holiday pay)

This post may involve being called to work at short notice to cover staff absence

Enthusiastic and dedicated cleaners needed to help maintain a spotless and
 hygienic environment for our special needs pupils

This school employs a rigorous 'safeguarding' approach to recruitment and requires
 a criminal background check.

Please contact the school office for further information.

| JOB DESCRIPTION | |
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| Job Number: | |
| Department: | Education |
| Section: | Fiveways Schools |
| Job Title: | Cleaner |
| Reports To: | Head and Caretaker |
| Main Purpose of Job: <i>Briefly B what is the job there for and why is it being done? Please attach an organisation chart to show clearly, the department structure and where the job fits with this.</i> | |
| To maintain the highest standards of cleaning of designated areas within the school, thereby ensuring the health and safety of the children | |
| Main Responsibilities and Duties: <i>What needs to be done? B Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment.</i> | % of Time |
| <ol style="list-style-type: none"> 1. Empty waste bins and dispose of collection bags safely 2. Wash, vacuum, polish floors using appropriate machine and cleaning agent 3. Wash and clean toilets / showers / hygiene changing areas using appropriate materials 4. Wash down, dust and polish furniture particularly cleaning furniture tops in a careful and thorough manner, checking tables and chairs for any damage likely to cause injury. 5. Undertake deep cleaning, washing walls furniture and fixtures as per the annual schedule of cleaning 6. Operate a safe working environment for people still in the building 7. Maintain the cleaning storage cupboards in a tidy and safe condition ensuring that the contents of all chemical storage containers are clearly marked 8. Report faults in equipment | |

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| <p>Facts and Figures: Give facts and figures that help to give a picture of the job. This should include any statistics relevant to the job, for example the number of clients supported, type and value of equipment, resources or premises for which the job has responsibility, size of budgets controlled or which the job has some impact on and, if appropriate, numbers of staff managed.</p> | |
| Use of cleaning machinery such as buffers and carpet cleaners. | |
| SUPPORTING PROCESSES | |
| <p>Problem Solving and Creativity: Give examples of the problem solving and creativity involved in the job. This should include those relating to resolving issues over interruptions to work deadlines, priorities and changing demands. How often do these issues occur?</p> | |
| Work to deadlines within well known routines | |
| | |
| <p>Decision Making: Give examples of the types of decisions which the job has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice.</p> | |
| Refer difficulties to Caretaker | |
| Working as part of a team (with LSA's or teachers) to ensure pupils safety and report any concerns / anticipate problems before they arise. | |
| <p>Physical Effort and Working Conditions: Give details and the frequency of any special effort needed, including the prolonged or frequent use of IT equipment and describe any particular working conditions, other than those encountered in a normal office environment, to which the job holder is subjected eg noise, outside working, unpleasant surroundings.</p> | |
| Continuously on feet, physical cleaning work – using potentially hazardous cleaning materials. Cleaning equipment is of various sizes e.g. polishers, mops. Will be required to lift carry equipment from place to place. Will require working in awkward positions. Clean toilets, classrooms, kitchens, lavatories and offices. | |
| <p>Contacts and Relationships: Give details of the range and type of people within the Council or external organisations and including the recipients of services it is necessary to contact in order to carry out the responsibilities of the job. What is the range and purpose of the contact eg providing information or advice, directing, monitoring, influencing, motivating.</p> | |
| Regular contact with Caretaker, other cleaners and school staff | |
| <p>Additional Information: Anything else which is relevant to the job which is not adequately covered elsewhere.</p> | |
| Pupils, staff and public may be around during working hours. Daily contact with line manager | |
| <p>Knowledge, Skills and Experience: (To be completed by the Line Manager) The minimum general education standard, qualifications, training and level of experience required by the job holder to be fully effective in the job. Note that this information should relate to the requirements of the job and not what may be available from existing job holders.</p> | |
| Experience of cleaning and hygiene would be an advantage Understanding of the implications of COSHH regulations on work practice To be able to work as part of a team | |
| <p>I Agree that the Job Description is a fair and accurate statement of the requirements of the job and understand that Fiveways School adopts a rigorous approach and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment:</p> | |
| Job Holder: | Date: |
| Line Manager: | Date: |
| Designated Senior Manager: | Date: |