



## JOB DESCRIPTION

### Section 1: General Information

<b>Position Title</b>	Cleaning Operative – Little Rooks Nursery	<b>Department</b>	Estates
<b>Reports To</b>	Cleaning Supervisor	<b>Probationary Period:</b>	In accordance with the respective contract
<b>Location/Site</b>	Rookwood School, Weyhill Road, Andover SP10 3AL	<b>Employment Status</b>	Permanent  52 Weeks / 15hrs a week over 5 days  From 11.92ph

### Section 2: Job Description

<b>Position Purpose</b>	Purpose of Role: Cleaning of the school nursery. This is a 52 week role.
<b>Key Responsibilities</b>	<p>Cleaning duties include:</p> <ul style="list-style-type: none"> <li>Cleaning the toilets &amp; wash basins daily, replacing toilet tissue and soap as required</li> <li>Emptying bins daily and replacing them with clean waste sacks</li> <li>Washing all worktops and tables daily with the correct cleaner</li> <li>Mopping all hard floor areas as necessary and removing any marks as they appear</li> <li>Vacuuming all carpeted areas daily</li> <li>Wiping down window ledges and banister areas as necessary</li> <li>Requesting cleaning products via the cleaning supervisor as required</li> <li>Ensuring that all doors and windows are locked at the end of your work unless another member of staff is still present</li> <li>Complicity with all COSHH safety standards and wearing the correct personal protective equipment</li> <li>Reporting any hazards pertaining to health and safety of themselves and others</li> </ul>

You may be required to use Scrubber/Drier machines or buffing machines.

***The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.***

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	•	•
Experience	<ul style="list-style-type: none"> <li>• Cleaning experience</li> <li>• Excellent time management skills and attendance records.</li> <li>• Experience in working with others in a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous working in an educational setting</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Understanding of COSHH and safe practices</li> <li>• Cleaning practices</li> </ul>	•
Skills and Abilities	<ul style="list-style-type: none"> <li>• Confident and approachable</li> <li>• Honest and reliable</li> <li>• Good teamwork and independent skills</li> <li>•</li> </ul>	•
Work-related Personal Qualities/Behaviors	<ul style="list-style-type: none"> <li>• Be an effective team player that works collaboratively and effectively with others</li> <li>• Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences</li> <li>• Support, motivate and inspire both colleagues and pupils by leading through example</li> <li>• Suitability to work with children</li> <li>• Confidence, warmth, sensitivity, reliability and enthusiasm</li> </ul>	
Equal Opportunities and Commitment	<p>Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin</p> <p><b>Demonstrate a commitment to:</b></p> <ul style="list-style-type: none"> <li>• safeguarding and child protection</li> <li>• equalities</li> <li>• promoting the school's vision, values and ethos</li> <li>• high quality, stimulating learning environment</li> </ul>	

	<ul style="list-style-type: none"> <li>• relating positively to and showing respect for all members of the school and wider community</li> <li>• ongoing relevant professional self-development</li> </ul> <p>All employees at Rookwood School have an individual responsibility to safeguard and promote the wellbeing of children and young people or adults at risk in their care.</p>
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The above is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties, as flexibility in meeting company needs is required by all employees.

I confirm that I have read and agreed this Job Description explaining the main duties of my job.

Employee Name: \_\_\_\_\_

(Please print)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Line Manager Name: \_\_\_\_\_

(Please print)

Line Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_