



JOB DESCRIPTION

POSITION: Cleaning Operative

JOB OVERVIEW

Summary of role

Cleaning of the School Buildings

Reports to: Cleaning Supervisor

KEY TASKS	Key Responsibilities
	<ul style="list-style-type: none"> • Cleaning the toilets & wash basins daily, replacing toilet tissue and soap as required • Emptying bins daily and replacing them with clean waste sacks • Washing all worktops and tables daily with the correct cleaner • Mopping all hard floor areas as necessary and removing any marks as they appear • Vacuuming all carpeted areas daily • Wiping down window ledges and banister areas as necessary • Requesting cleaning products via the cleaning supervisor as required • Ensuring that all doors and windows are locked at the end of your work unless another member of staff is still present • Complicity with all COSHH safety standards and wearing the correct personal protective equipment • Reporting any hazards pertaining to health and safety of themselves and others <p>You may be required to use Scrubber/Drier machines or buffing machines.</p>

Person Specification		
	Essential	Desirable
Qualifications	•	•
Experience	<ul style="list-style-type: none"> • Cleaning experience • Excellent time management skills and attendance records. • Experience in working with others in a team 	<ul style="list-style-type: none"> • Previous working in an educational setting
Knowledge	<ul style="list-style-type: none"> • Understanding of COSHH and safe practices • Cleaning practices 	
Skills and Attributes	<ul style="list-style-type: none"> • Confident and approachable 	

Personal Qualities	<ul style="list-style-type: none"> • Be an effective team player that works collaboratively and effectively with others • Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences • Support, motivate and inspire both colleagues and pupils by leading through example • Suitability to work with children • Confidence, warmth, sensitivity, reliability and enthusiasm
Equal Opportunities and Commitment	<ul style="list-style-type: none"> • Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin <p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> • safeguarding and child protection equalities • promoting the school's vision, values and ethos • high quality, stimulating learning environment • relating positively to and showing respect for all members of the school and wider community • ongoing relevant professional self-development

I have read and understood the responsibilities for the position of Cleaning Operative. I am aware that the Job Description is subject to change accordance with the needs of the business. I accept that I am fully responsible and accountable for the school and will operate the nursery within the legislative parameters set by the relevant bodies.

Name:

Signed:

Date:

Inspired Learning Group committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).