

JOB DESCRIPTION:

CLEANING OPERATIVE



JOB DETAILS

Salary range: HB

Contract type: Permanent

Hours: 15.00 per week, plus 3 INSET days and one week deep clean.

Reporting to: Cleaning Supervisor

MAIN PURPOSE

The cleaning operative is responsible for maintaining a clean and hygienic environment throughout the primary school, ensuring a safe and healthy environment for pupils and staff.

KEY RESPONSIBILITIES

- Undertake cleaning of allocated areas in line with specified standards and as directed.
- Operate / use domestic and industrial cleaning equipment and materials, following appropriate training.
- Store allocated equipment and materials safely and securely.
- Perform duties in line with health and safety regulations (COSHH) and act where hazards are identified, report serious hazards to line manager immediately.
- Collect and dispose of waste.
- Refill and replace soap, towels, and other materials.
- Undertake additional cleaning schedules during school closures or other designated periods.
- Responsible for the safe use, care and storage of equipment and materials.
- Demonstrate cleaning duties to new or less experienced staff

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

OTHER RESPONSIBILITIES

- Promote, act as a role model, and implement Fairlands Primary School's policies, practices and procedures including those relating to equality and diversity.
- Demonstrate day to day commitment to the school's core values: Fairlands Achieves, Includes, Respects
- Read and follow the relevant school policies.
- Undertake training required to develop in the role.

JOB CONTEXT

The school site is used extensively, both for curriculum activities and for community purposes by external hirers. The school is potentially available for approved activities throughout the year (7 days a week, 52 weeks a year).

The team of cleaning staff are primarily tasked with ensuring the site is clean, presentable, safe, and secure for all those that use it in any capacity.

PHYSICAL EFFORT

- Requires regular physical effort such as bending and stretching, pulling, or pushing cleaning equipment with occasions of more intense effort, such as moving furniture.

WORKING ENVIRONMENT

- Work in conditions that can be unpleasant, including cleaning toilets, dealing with waste, and responding to minor hazards.

Last review date: April 2024

Next review date: April 2025

PERSON SPECIFICATION: CLEANING OPERATIVE

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
Qualifications and training	BICs cleaning qualification or equivalent		X
	First aid qualification		X
Experience	Experience in a cleaning environment		X
	Experience of using cleaning machinery (e.g., floor polishers)		X
Skills and knowledge	Basic understanding of cleaning methods, products, and equipment	X	
	Awareness of health and safety regulations, including COSHH (Control of Substances Hazardous to Health)	X	
	Good time management skills to meet cleaning schedules	X	
	Ability to work independently and as part of a team	X	
	Awareness of safeguarding procedures for children and young people	X	
Personal qualities	Reliable and trustworthy, with a strong work ethic	X	
	Flexible and adaptable to meet the changing needs of the school environment	X	
	Commitment to upholding and promoting the ethos and values of the school: Fairlands Achieves, Includes, Respects	X	
	Commitment to always maintaining appropriate confidentiality	X	
	Commitment to safeguarding, equality, diversity, and inclusion	X	
	Positive and enthusiastic approach	X	
	Physically fit and able to perform manual cleaning tasks	X	

Enhanced DBS (Disclosure and Barring Service) Check will be required.