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## The Greenfield & Hurst Drive Federation

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### The Greenfield and Hurst Drive Federation

#### Greenfield Nursery School – Cleaner – Job Description & Person Specification

##### 1. Introduction

Greenfield Nursery School is a maintained Nursery School educating children between 2-4 years old. We are part of *The Greenfield and Hurst Drive Federation* and situated in Waltham Cross in the Borough of Broxbourne, Hertfordshire- easily accessed by car via the A10 junction of the M25 (Junction 25) or by public transport.

##### Vision Statement

Vision Statement at Greenfield Nursery School our vision is 'Work together, succeed together' We believe this can be achieved through providing a nurturing inclusive and inspiring environment where we aim to ensure that everyone becomes a lifelong learner, confident to reach their potential.

##### 2. Title and Grade of Post

Post Title: Cleaner

Pay Scale: HA.2

Hours: 8hrs per week (11.30am-12.30pm Monday to Thursday and 11.30am-1.30pm Friday) term time only. Additional hours may become available over the summer holidays.

##### 3. Purpose of the Job

To undertake the cleaning of designated areas to a high standard throughout the school.

##### 4. Employment Duties

This is a support staff post within the school's staffing structure. The post is otherwise subject to the National Agreement on Pay and Conditions of Service (the 'Green Book') and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

This job description is intended as a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the service. It does not form part of the terms and conditions of employment. All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective running of the school.

As a member of the school staff, the post holder will be required to:-

- Comply with policies and procedures relating to child protection, health and safety, equality, confidentiality and data protection; and
- Participate in the agreed scheme for staff development, training and appraisal and be committed to continuous professional development.

## **5. Relationships**

The post holder is responsible to the Deputy Headteacher, Greenfield Nursery.

The post holder is expected to interact on a professional level with pupils, parents, carers and colleagues – including outside agencies – and governors, seeking to establish and maintain productive relationships with them in order to ensure the smooth running of the school site.

## **6. Particular Responsibilities**

The post holder will be required to work flexibly as part of a team with guidance and training from or organised by the Deputy Headteacher in the following areas:

- Undertake cleaning of allocated areas in line with specified standards as directed;
- Dust, polish, mop, Hoover and clean surfaces using the appropriate cleaning equipment/resources;
- Ensure toilet areas are kept particularly hygienic;
- Spot clean walls and paintwork;
- Ensure low level internal glass in doors and mirrors are cleaned and left smear free;
- Empty rubbish from bins into refuse sacks;
- Responsible for ensuring that cleaning equipment/resources used in the course of the duties are left in a clean and tidy condition;
- To carry out housekeeping duties- e.g. laundry;
- Undertake all tasks in compliance with the Health & Safety at Work Act and other nationally/locally agreed Codes of Practice;
- Perform duties in line with health and safety regulations (COSHH) and act where hazards are identified, report serious hazards to line manager immediately;
- To provide cover in the short-term absence of another team member; and,
- Together with your Line Manager to be responsible for identifying your training needs so as to comply with health & safety regulations.

## **7. Equalities**

- Ensure children and adults have equality of access to a safe environment.

**8. Health and Safety**

- To ensure that the highest standards of safety, security, hygiene and cleanliness are operated at all times.
- To read and comply with all policies and procedures relating to child protection, health, safety, confidentiality and data protection; and report all concerns to the Deputy Headteacher or other appropriate person.

**9. Other duties**

- To engage fully with the school's performance and appraisal process.
- Ensure up to date knowledge of and compliance with all policies and procedures.

*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. This job description is also subject to review as part of the annual appraisal cycle*

**Person Specification  
Part Time Cleaner**

<b>Essential</b>	<b>Desirable</b>
Previous cleaning experience	Previous cleaning experience in a school or similar establishment
Physically fit & strong	Experience of use of cleaning machinery, e.g. buffers
Attention to detail	Knowledge of health & safety
Enthusiastic, "can do" attitude	Knowledge of health and safety regulations (COSHH)
Able to undertake extra hours/duties if required	
Flexible & reliable	
Sense of humour	

