



# The Sisters of the Sacred Hearts of Jesus and Mary

## Care Philosophy

The underlying principle which fashions the philosophy of care at any place run by the Sisters of the Sacred Hearts of Jesus and Mary is a Christian one. Our aim is to promote a positive, caring environment which focuses upon and addresses the needs of each person in our care or to whom we provide a service.



<b><u>JOB PROFILE</u></b>	
<b>Department</b>	Cleaning
<b>Job Title</b>	School Cleaner
<b>Reports To</b>	Catering and Hospitality Manager
<b>Job Purpose</b>	To clean the allocated areas within the site using safe working practices (including the safe storage of chemicals) to make sure that the building is hygienically clean, enhancing its appearance.

<b><u>JOB DESCRIPTION</u></b>
<ol style="list-style-type: none"><li>1. Liaise closely with other members of staff to make sure the building is cleaned safely in accordance with health and safety regulations and display signage i.e. warning persons of wet floors.</li><li>2. Clean allocated rooms / areas according to the cleaning specification.</li><li>3. Ensure that all floors are cleaned and maintained to a high standard appropriate to the surface (i.e. Vacuum carpeted areas, mop and polish wooden floors).</li><li>4. Clean / dust all ledges, skirting boards and shelves periodically as required.</li><li>5. Damp-wipe all paintwork to an agreed routine.</li><li>6. Clean / dust all pictures and decorations.</li><li>7. Clean and polish desks and other furniture as required to remove dust and maintain a shine where appropriate.</li><li>8. Clean toilets and sinks using approved cleaning materials to maintain a germ free surface and minimise the risk of the spread of infection. The toilets should be inspected at regular intervals throughout the day (if applicable), recording this on the checklist. Toilet brushes should be cleaned regularly. The post holder is responsible for ensuring that toilet paper, soaps and hand towels are readily available.</li></ol>



9. Close windows left open at the end of the day and open or lock up when required.
10. Make sure all cleaning materials and chemicals are stored away securely and safely at the end of the working day.
11. Report any damage to the fabric of the building or to furniture to the Line Manager for maintenance work to be carried out.
12. Undertake other duties that reasonably correspond to the level and type of post.

<b>PERSON SPECIFICATION</b>		
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b><u>Qualifications and Training</u></b>	<ul style="list-style-type: none"> <li>• Willingness to undertake training as required</li> <li>• Basic numeracy and literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma in Cleaning Principals or other specialist training/qualification</li> </ul>
<b><u>Skills, Abilities and Knowledge</u></b>	<ul style="list-style-type: none"> <li>• Work individually with limited supervision</li> <li>• Work as part of a team effectively and supportively</li> <li>• Able to communicate clearly and follow instructions</li> <li>• Able to maintain confidentiality</li> <li>• Able to manage time effectively</li> <li>• Able to use initiative to deal with unexpected problems</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of basic first aid.</li> <li>• Experience in cleaning a school environment</li> <li>• Experience of working in the cleaning industry</li> <li>• Experience in a customer focused role</li> <li>• Awareness of Health &amp; Safety Regulations relating to cleaning materials and equipment</li> </ul>
<b><u>General</u></b>	<ul style="list-style-type: none"> <li>• Well organised and methodical approach to work</li> <li>• Able to fulfil the physical requirements of the role – hoovering, mopping, dusting, high level cleaning</li> <li>• Good attention to detail</li> <li>• Reliable and punctual</li> <li>• Adhere to health and safety policies and procedures at all times</li> <li>• Flexibility in response to the changing demands of the post</li> <li>• Able to manage some lifting and carrying</li> <li>• Willingness to take responsibility for standard of work</li> </ul>	



### **Additional Job Spec Info:**

#### **Decision making**

1. Which cleaning agents are appropriate for each surface taking advice from the line manager as appropriate.
2. Organisation of tasks and priorities of the job.

#### **Responsibility level**

1. Responsible for the quality of own work under the direction of the line manager.
2. Responsible for the safe storage of cleaning materials.
3. Responsible for working according to safe practices to minimise risk to self and others.

#### **Other requirements**

Able to lift heavy cleaning equipment, bend to clean low level and use steps for high level cleaning.

#### **Main contacts and reason for the contact**

The Line Manager. To receive work and seek guidance on the work routines and priorities each week to ensure the cleaning routine meets the needs of the site. Also to participate in discussions on proposals for site developments and put forward suggestions in relation to general upkeep of the site and grounds including cost effectiveness and money saving ideas.

Other maintenance team members – to share duties and, if necessary, share gained knowledge to provide guidance and support to less experienced members of the team. Work within the team, particularly in relation to health and safety and safe working practice, to minimise risks to yourself and others.

Teaching, classroom and associate staff. To clarify any cleaning work required and co-ordinate the time for work to be done

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

Posts working with children and/or vulnerable adults will be subject to an enhanced DBS. Pield Heath House School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

*We recognise the value and worth of those people who we work with and seek to uphold standards of the highest quality. This is to reinforce the dignity and respect of the individual in an atmosphere which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination. This means a true partnership between the organisation, parents/carers and authorities or other stakeholders, which will promote the physical, intellectual, emotional and social development of our young people or others in our care, in order that they may achieve their full potential.*

***The Post Holder is expected to uphold the Christian ethos of the school.***

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