



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.



JOB PROFILE

Department	Cleaning
Job Title	School Cleaner
Reports To	Operations Manager
Responsible To	Principal
Grade / Scale Point	Grade 2
Job Purpose	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.

JOB DESCRIPTION

Main Duties and Responsibilities

- 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.
- Clean allocated rooms / areas according to the cleaning specification.
- 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).
- Clean / dust all ledges, skirting boards and shelves periodically as required.
- Damp-wipe all paintwork to an agreed routine.
- Clean / dust all pictures and decorations.
- Clean and polish desks and other furniture as required to remove dust and maintain a shine where appropriate.
- Empty bins and remove rubbish from allocated areas.
- Clean student and staff washrooms including toilets and sinks using approved cleaning materials to maintain a germ-free surface and minimise the risk of the spread of infection.
- Ensure supplies are readily available e.g. toilet paper, soaps, hand towels etc.
- Close windows left open at the end of the day and open or lock up when required.
- Make sure all cleaning materials and chemicals are stored away securely and safely at the end of the working day.



- Report any damage to the fabric of the building or to furniture to the Operations Manager for maintenance work to be carried out.
- Carry out deep cleaning procedures as required.
- Ensure use of and storage of all cleaning materials is in line with the schools Health & Safety Policy taking COSHH into consideration at all times.
- Undertake other duties that reasonably correspond to the level and type of post.

General

- Attend relevant training and take responsibility for your own professional development.
- Maintain a professional portfolio of evidence to support your Performance Management process.
- Make a positive contribution to the overall ethos, vision and aims of the school.
- Be aware of and comply with policies and procedures relating to child and vulnerable adult protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake any other duties, commensurate with the post.

Responsibility

- For undertaking the duties accurately and efficiently and prioritising own workload.
- For meeting all necessary deadlines set by managers, Senior Leaders and external agencies.
- For bringing matters to the attention of senior staff when necessary.

Decision Making

- Routine decisions regarding the organisation of own work.
- When it is necessary to refer matters to senior staff and when decisions can be taken within guidelines set.
- When matters are confidential or need to be dealt with sensitively- especially when child protection is involved.

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 post holder will be expected to undertake other tasks commensurate with the general level and responsibility of the post as decided by the Principal and/or Governing Body in the context of the schools changing needs. 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. Field 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.



PERSON SPECIFICATION			
Criteria		Essential	Desirable
<u>Qualifications and Training</u>	Willingness to undertake training as required	✓	
	Basic numeracy and literacy skills	✓	
	Diploma in Cleaning Principals or other specialist training/qualification		✓
<u>Knowledge and Experience</u>	Experience of working in the cleaning industry	✓	
	Awareness of Health & Safety Regulations relating to cleaning materials and equipment	✓	
	Experience of basic first aid		✓
	Experience in cleaning a school environment		✓
<u>Skills and Abilities</u>	Ability to work individually with limited supervision	✓	
	Work as part of a team effectively and supportively	✓	
	Able to communicate clearly and follow instructions	✓	
	Able to maintain confidentiality	✓	
	Able to manage time effectively	✓	
	Able to use initiative to deal with unexpected problems	✓	
<u>Personal Attributes</u>	Well organised and methodical approach to work	✓	
	Able to fulfil the physical requirements of the role – hoovering, mopping, dusting, high level cleaning	✓	
	Good attention to detail	✓	
	Reliable and punctual	✓	
	Adhere to health and safety policies and procedures at all times	✓	
	Flexibility in response to the changing demands of the post	✓	
	Able to manage some lifting and carrying	✓	
	Willingness to take responsibility for standard of work	✓	