Ysgol Henry Richard

Job Description

Job Description

Post Name	**Relief Cleaner**
Grade SCP	Grade 2
Job Purpose	To undertake the cleaning and maintain standards of hygiene in the school. Responsible for all prescribed cleaning activities in the school.
Location	Ysgol Henry Richard
Hours of Work	As required
Type of Contract	Casual
Length of Contract	Permanent
Immediate Line Managers job title	Cleaning Supervisor
Duties and responsibilities	**General Cleaning Duties** • Clean classrooms, offices, corridors, stairways, and communal areas. • Use of vacuum cleaners and / or rotary floor polishing machines to keep carpets and hard floor surfaces clean. • Damp wiping and disinfecting a range of surfaces. • Dust and wipe down furniture, fixtures, and fittings. • Empty waste bins and dispose of rubbish safely. • Clean internal glass, doors, and windows where accessible. • Remove marks and stains from surfaces and furnishings. **Washrooms and Hygiene Areas** • Clean and sanitise toilets, sinks, and washroom facilities. • Replenish toilet paper, soap, hand towels, and other consumables. • Ensure washrooms are maintained to a high standard of cleanliness and hygiene. **School Facilities** • Clean dining areas, staff rooms, and other designated spaces. • Assist with additional cleaning requirements during school events where required. • Report any maintenance issues, damage, or health and safety concerns to the Site Manager or designated member of staff. **Health and Safety** • Follow all health and safety procedures and COSHH regulations. • Use cleaning equipment and materials safely and appropriately. • Store cleaning materials securely and safely. • Wear appropriate personal protective equipment (PPE) when required. • Assist in maintaining a safe working environment for all users of the school. **Security** • Ensure designated areas are secured after cleaning. • Report any concerns relating to site security immediately. Whilst undertaking the various daily tasks you will be required to bend, stretch and lift items. Ensure adequate stock levels of materials and equipment is maintained and used correctly Essential deep cleaning work undertaken during Summer, Easter and Christmas vacations. Completion of timesheets and stock sheets to a given deadline Security of building on completion of cleaning duties
Accountability	• Accountable to Cleaning Supervisor. • Daily liaise with Head teacher • Accountable for stock and any machinery provided for work.

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Other Specific Duties	• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • Participate in relevant training and professional development opportunities. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. • The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. • This job description is current at the date shown, but in consultation with you, may be changed by the Head teacher or, during Performance Management review discussions, by your line manager to reflect or anticipate changes in the job commensurate with the grade and job title. The job descriptions will be reviewed annually and signed.

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Person Specification

Academic / Professional / Technical / Vocational Qualifications (including the Level of qualifications) required for the post	Basic standard of literacy and numeracy sufficient to follow cleaning instructions, complete simple records, and communicate effectively with colleagues. Willingness to undertake relevant training, including Health & Safety, COSHH (Control of Substances Hazardous to Health), Manual Handling, and Safeguarding training.			
	Listening /Speaking	**Reading**	**Writing**	
Welsh Linguistic Skills Level	4	4	4	The Welsh linguistic skills noted are required must be attained within two years of appointment.
English Linguistic Skills Level	4	4	4	The English linguistic skills noted are required must be attained within two years of appointment.
Practical and personal skills	• Reliable and punctual. • Trustworthy and professional. • Positive attitude and strong work ethic. • Ability to maintain confidentiality. • Commitment to safeguarding and promoting the welfare of children and young people. • Willingness to attend training courses as required. • Commitment to excellent attendance at work • Willing to attend training courses as required.			
Required experience	• Experience of cleaning in a commercial, educational, or public setting (desirable). • Understanding of cleaning methods and safe use of cleaning equipment.			
Skills and Knowledge	• Ability to work independently and as part of a team. • Good organisational skills and attention to detail. • Understanding of health and safety requirements. • Ability to maintain high standards of cleanliness.			