



THE FRIARY SCHOOL

Job Description: <i>Evening Cleaner</i>	Grade: <i>2 FTE £24,027 - £8,847 actual pay per annum according to the Academy Pay Policy</i>	Date: <i>February 2025</i>
Hours of work:	<i>15 hours per week, Monday to Friday 3.15pm-6.15pm Permanent, Part Time, Term Time plus the last 2 weeks in the summer holidays (41 weeks)</i>	
Responsible to:	<i>School Manager</i>	
Based Upon Job No	<i>N/A</i>	

Statement of Purpose

To work under the direction and instruction of senior staff to undertake individually, or as part of a team, the cleaning of designated areas to ensure they are kept in a clean and hygienic condition.

Accountabilities (all of which are in conjunction with the strategic responsibility of the Senior Line Manager):

Maintenance and Cleaning

Carry out cleaning tasks as directed by the appropriate manager to include but not limited to:

- Mop sweeping
- Single solution mopping
- Buffing
- Spray cleaning
- Suction cleaning
- Damp wiping
- Waste disposal
- Cleaning of toilet facilities and associated tasks required to achieve a high quality of cleanliness
- Cleaning of fixtures and fittings
- The use of appropriate cleaning equipment and machinery.

Ensuring the safe use of chemicals, machinery and equipment when carrying out the cleaning function in line with current legislation, standards and County Council policies and procedures for Health and Safety and in accordance with training provided.

Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

- Assist with pupil needs as appropriate during the school day.

Professional Accountabilities

(This list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Academy's Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the Academy's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

EVENING CLEANER
Person Specification

Essential Criteria		Measured By
Qualifications/ Training	<ul style="list-style-type: none"> • NVQ 1 or BICs in Cleaning or similar experience desirable • Good standard in literacy and numeracy 	A/I
Knowledge/Skills	<ul style="list-style-type: none"> • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising and prioritising skills. • Knowledge of health and safety procedures and precautions. • Awareness of COSHH regulations. • Awareness of health and hygiene procedures. • Demonstrate and assist in the safe and effective use of materials and equipment. • Ability to communicate effectively using various methods. • Able to demonstrate a commitment to team work. • Able to work flexibly to suit school needs. 	A/I
Behavioural Attributes	<ul style="list-style-type: none"> • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	A/I

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a ‘disclosure’ check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting www.gov.uk/government/organisations/disclosure-and-barring-service