



Name:

School: Whitfield Aspen School

Grade: Kent Scheme A

Responsible to: Site Manager/School Business Manager

Our vision and values of Learning Together through Aspiration, Imagination and Determination are essential to the work that you carry out here at Whitfield Aspen School. As a member of staff it is vital that you share these with us so that we can work together closely as a team and enable all children to learn effectively.

All staff in the School have a personal responsibility for the health and safety of themselves, their colleagues, pupils and visitors. The Health & Safety Policy can be found in the school along with the Whistleblowing and Safeguarding Policy.

Purpose of the Job:

The post holder is responsible for cleaning and maintaining areas of the establishment, under the direction of a senior member of staff to maintain a high standard of cleanliness within the school.

Key duties and responsibilities:

Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors, emptying bins, etc. to ensure high standards of cleanliness and hygiene at all times.

Maintain clean toilets to ensure hygiene standards are met.

Report any defects to a senior member of staff to ensure health and safety procedures are followed and to enable repairs to be carried out.

Undertake, during holiday periods, a complete 'deep' clean of all areas including window cleaning, moving furniture and clean behind it, skirting boards etc. to ensure all areas are clean and fresh.

Personal targets will be set through the annual performance management process.

You may be required to do other duties as required by the Headteacher.

All employees of Whitfield Aspen School may be directed to work at either Richmond Way or Mayfield Road to meet the needs of the school.

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Signed: Date:
Headteacher

Signed: Date:

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: Premises 1 - Cleaner

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	You will not need previous specific experience or qualifications. Recent school leaves will have evidence of basic educational achievements or qualifications.
EXPERIENCE	Previous cleaning experience an advantage
SKILLS AND ABILITIES	Use of a range of basic cleaning equipment, etc Able to communicate factual information politely and courteously Has everyday spoken skills e.g. face-to-face conversations Able to listen, observe and report information to supervisor Use of basic equipment or machinery
KNOWLEDGE	Understands and able to apply Health and Safety procedures relevant to the job such as: - manual handling; - safe use of machinery and/or equipment; - COSHH ; - First Aid and Hygiene Practice; - lone working procedures and responsibilities Able to recognise and to deal with emergency situations