

**Post 57
Cleaner**

Responsible to the Estates Manager

The primary role is to ensure the smooth day to day cleanliness and upkeep of the School.

The role will include close cooperation with

- Estates Manager
- Other members of staff and parents

General:

West Hill Park School is committed to safeguarding and promoting the welfare of all our children. All staff are trained in child protection and work within the staff code of conduct and whistle blowing policies. All candidates for posts will be asked to provide suitable references, undergo an enhanced DBS check and will be asked, at interview, questions about safeguarding children. The school may contact any of your previous employers.

All posts at West Hill Park require staff to conduct themselves in a highly professional manner when dealing with children, parents and colleagues. Staff are expected to appreciate and promote the ethos and image of the school and should ensure that in all their actions and words they market the school in a positive manner. Disciplinary action may be taken against staff who bring the school's name into disrepute.

Staff at West Hill Park are expected to be aware of their own Health and Safety and to that of those around them and should take all reasonable steps to ensure that no one is placed in danger.

Specific Duties: Duties will include but are not limited to;

- All cleaning of specific areas as directed by the Estates Manager (EM).
- Maintain accurate records of completed tasks and of stock control.
- Deep cleaning of specified areas at times allocated by the EM.
- Helping in all aspects of the daily cleaning within the School as directed.
- Maintaining the cleanliness of windows, inside and out
- Liaising with staff regarding special requirements and/or special events.
- Responsible for all aspects of issued stock control including its security and safe keeping from children.
- Attending regular meetings and training within the department or within the wider School community whenever necessary.
- Other duties may/will occur at very short notice, within your capability, and at the Estates Manager's discretion.
- Carry out reasonable requests that may be made from time to time by the Headmaster or Governors.

West Hill Park School is committed to safeguarding and promoting the welfare of children. Consequently a Disclosure and Barring Service Certificate is required for every post.

Signed:..... Date

[Headmaster]

Signed: Date:

[Employee]

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Last Reviewed:	October 2020	Next Review:	October 2022	Author/Lead:	MVW