

JOB DESCRIPTION

CLEANER

Reports to	Facilities Manager
Responsible for	n/a
Hours	Monday to Friday, 09.00 - 17.00, 35 hours per week
	6 MONTH FIXED TERM CONTRACT
Annual leave	Term time only - 44 days school holiday

Job overview

This role is responsible for maintaining high standards of cleanliness across the school by carrying out regular and one-off cleaning tasks across the site, ensuring an effective working environment for all pupils and staff. You will be a vital part in ensuring that rooms and high-touch areas are cleaned continuously to support Jigsaw's response to Covid-19. This role also supports the coordination of Jigsaw's vehicle movements in particular supporting taxi transitions for pupil arrival and departures.

Main duties and responsibilities:

- To ensure that all cleaning undertaken is to the required standard including:
 - Cleaning of high touched areas in line with Covid-19 guidance
 - Complete regular and one-off cleaning tasks, including hoovering, sweeping, mopping floor areas, dusting and wet wiping surfaces
 - Clean toilet and bathroom areas across the school and assist with cleaning up after toileting accidents and other incidents involving bodily fluids
 - Provide reactive support to classrooms and rooms requiring immediate cleaning
- Maintain cleanliness and general tidiness of all external areas including playground equipment
- Replace consumables as required and assist in maintaining stock levels
- Assist with daily taxis and parent transport movements and site vehicle access and movement, reporting any issues to line manager
- To work at all times within the Schools Health and Safety requirements and be aware of the necessary fire and evacuation procedures
- To act in a courteous and professional manner to all those with whom you have contact
- To report any defects relating to the building or building fabric
- Undertake any other reasonable duties requested in relation to the role
- Adhere to all Company policies and procedures within the defined timescales

continued on next page

PERSON SPECIFICATION

Knowledge, skills and experience

- Proven experience of undertaking a range of general cleaning duties, completing tasks to a high standard
- Proven ability to work flexibly, using initiative with minimal supervision
- Demonstrable ability to perform tasks of a physical nature (often demanding) including twisting and stooping
- Proven ability to work effectively as part of a team
- Ability to work in a pressured environment
- Experience working in SEND school environment an advantage

Personal qualities

Achieving results

- Promptly and efficiently completes work assignments
- Displays a positive attitude in the face of ambiguity and change
- Initiates collaboration with others and spontaneously assists others in the delivery of their work
- Contributes positively to the team

Building relationships

- Responds to and anticipates others' needs in a timely, professional, helpful and courteous manner, regardless of others' attitude
- Maintains continuous, open and consistent communication with others
- Demonstrates understanding of the general environment in which the Organisation operates
- Knows and respects the Organisation's Code of Conduct and values

Planning for the future

- Explains the role and goals of the Organisation and how they relate to own area of work
- Fosters two-way trust in dealing with contacts (e.g. maintains appropriate confidentiality regarding sensitive information)

THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment.