



JOB DESCRIPTION

Post Title	Federation Cleaner Charge Hand
Salary Scale / Grade	Scale 2
Hours / Weeks Per Year	17.5 hours per week, 52 weeks per year
Primary Workbase (if specified)	Medina College
Responsible to	Federation Duty Site Supervisor

Purpose

To provide efficient and effective cleaning support to the Federation sites, supervision of cleaning teams, including ensuring the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards. The Federation is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share this commitment.

The post holder will be key conscious at all times, responsible for locking up and setting alarm systems, expected to observe safe working practices in carrying out the required duties, to ensure that instructions specified by the duty Federation site supervisors are adhered to by all team members, expected to take adequate care of equipment, maintain records, submit reports, reporting issues and damage immediately to the relevant duty Federation site supervisor.

There may be a requirement for a certain amount of overtime working, usually for parent / open evenings, or hired events.

Key Accountabilities:

- To oversee the cleaning teams in the delivery of a quality cleaning service.
- To ensure that the work is completed to the required standard and to meet service level agreements.
- To assist with cleaning when there are staff shortages, or other needs to do so.
- To provide a clean, healthy and safe environment for users of Federation buildings and grounds.
- Requirement to work in any part of the Federation sites at the direction of the duty Federation site supervisor, who may from time to time move staff around or make changes as required.
- Responsibility for turning off lights, closing windows, and locking doors in work area when finished.
- Responsibility to ensure cleaning storage cupboards in work area to remain locked when not in use.
- The Federation reserves the right to insist on staff signing a confidentiality agreement depending on the security / data protection requirements of your work area.

Typical cleaning responsibilities are as follows:

- Clean ledges and surfaces of fixtures and fittings such as radiators, sinks, toilets, blinds, desks, chairs, monitors, skirting boards, doors and door frames. Use appropriate cleaning materials / equipment.
- Clean with hoover / mop all floor surfaces having vacuumed any Altro flooring first.
- Remove marks from floor surfaces, walls (up to 1.8 metres), all internal doors, interior of external doors (including door fittings) using appropriate equipment.
- Sanitise all light switches, door handles, and telephones / intercom handsets.
- Empty, disinfect and wipe all internal and external bins. Replace bin bags as required.
- Full bin bags to be taken and deposited in main bin area, or other designated areas. Sack trucks are also available to assist with heavier items.
- Keep glass free from stains and smears.
- Real wood furniture to be polished with wax polish.
- Cobwebs should be removed as they appear, using feather dusters / extendable dusters.
- Light fittings and higher ledges to be dusted during term breaks / staff development day's or agreed deep cleaning sessions.

- Any site issues, or required repairs discovered to be notified to the caretakers, or duty Supervisor Cleaner as soon as they are discovered.
- Responsibility to notify, duty site supervisor, or a caretaker in good time if there are stock shortages.
- To maintain a stock list and to keep records of stock issued to cleaning staff on a daily basis.

Other Responsibilities:

- To follow and support college policies reflecting the college's commitment to high achievement and effective teaching and learning.
- To contribute to the maintenance of the school's ethos by expecting high standards from all of the students in both lessons and social times, and modelling these high standards personally.
- To ensure all duties and responsibilities are discharged in accordance with the college's health and safety at work policy.
- To promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- To undertake any other reasonable tasks as directed by the Headteacher.

Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

PERSON SPECIFICATION

QUALIFICATIONS AND TRAINING	Essential	Desirable	How Tested A – Application I – Interview T - Test
BICS 1 and 2 in Cleaning and Support Services or equivalent		✓	A
First aid certificate		✓	A
Manual Handling training		✓	A
EXPERIENCE			
Experience of working as a cleaner	✓		A, I
Experience of working in a supervisory role	✓		A, I
Experience of working in a school cleaning role, or commercial premises environment		✓	A, I
KNOWLEDGE AND UNDERSTANDING			
Knowledge and awareness of Health and Safety and COSHH		✓	A, I
Understanding and experience of the main safeguarding principles		✓	A, I
SKILLS AND ABILITIES			
Ability to understand and analyse information verbally, or in writing, and apply it to your working ethos	✓		I
Reasonable physical fitness, especially for working in large-scale buildings or on outdoor areas of the college sites	✓		A, I
Ability to lift heavy items and operate cleaning machinery	✓		I
Ability to organise, lead and motivate other staff	✓		A, I
Good listening skills and able to take direction	✓		A, I
Good understanding of, and ability to use, specialist equipment / resources	✓		A, I
Ability to work as part of a team	✓		A, I
Ability to work on own initiative and self-manage	✓		A, I
Methodical, with strong time management skills and the ability to organise and plan work	✓		A, I
High level of accuracy and attention to detail	✓		A, I
Able to work flexibly in a positive manner, taking effective action when needed		✓	I
PERSONAL QUALITIES AND ATTITUDES			
Well-presented and willing to work to a high standard	✓		I
Conscientious and positive disposition; a 'can-do' attitude	✓		I
Ability to maintain high quality professional relationships with staff, students and parents / carers	✓		I
Ability to be discreet and professional at all times, ensuring confidentiality is upheld	✓		I
Calm, approachable and patient	✓		I
Willingness to participate in further training and developmental opportunities to further knowledge	✓		I