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| **Henry Maynard Primary School and Nursery**101 Maynard Road London E17 9JETel: 0208 520 3042Email: vacancies@henrymaynard.waltham.sch.uk  | P:\Logos\Logo to be used 2020 onwards.jpg |
| **Cleaner** **Grade: Scale 1 (Range: 1 – 3)****Term time only plus 4 weeks** **10 hours per week (a.m. shift 6am-8am)** |
| **Job Description**The post holder will, under the guidance and instruction of the Premises Manager and delegate Site Services Officers, clean the interior of designated buildings within the Authority to the required standards.This job description is to be performed in accordance with the National Joint Council (NJC) pay and terms of conditions of employment document (‘The Green Book’)The range of duties set out in that document so far as relevant to the post holders title and salary grade, as well as locally agreed conditions of employment are incorporated in the post holder’s individual contract of employment. Copies of the relevant documents are available for inspection at the school.**Responsibilities*** The post holder is responsible to the Premises Manager for his/her duties and responsibilities
* The post holder will interact on a professional level with all colleagues, establish and maintain good working relationships, supporting the school community in the effective day-to-day running of the school.
* The post holder will be responsible for
	+ Ensuring that children’s safety, wellbeing and welfare are at the forefront of all they do.
	+ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and GDPR data protection, reporting all concerns to the appropriate person.
	+ Demonstrating commitment to the ethos, values and aims of the school.
	+ Fully engaging with appraisal process and completion of relevant documentation, taking responsibility for the delivery of personal objectives
	+ Promoting equality, diversity and inclusion and demonstrate this within the role.
	+ Actively engaging in team meetings

**Major Tasks and Duties** **Cleaning Duties*** To sweep/dust control sweep/spot mop/thorough mop all hard floor surfaces as directed.
* To spot vacuum/thorough vacuum all carpeted floors, upholstered furniture and other areas as designated.
* To dust/dust control dust/damp dust/wash all furniture, fixtures, fittings, surfaces pipes and skirting boards up to hand height as directed. High level dusting to be carried out as required using high dust control extending frame.
* To polish furniture as required.
* To clean telephones, including the mouthpiece as directed.
* To empty, replace and clean wastepaper bins as required.
* To remove rubbish to designated collection points, to include all paper, recycling matter and craft waste to be removed to relevant recycling area.
* To clean sanitary areas as designated to include all toilets, urinals, sinks, basins, showers, baths and associated fixtures and fittings.
* Replace hand towels, toilet rolls and hand soap as required.
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| * To carry out all floor maintenance duties as directed, using the procedure as laid down, machinery equipment and materials provided for this purpose. These duties will include the following:
	+ spray cleaning
	+ machine buffing
	+ stripping floors of water based polishes
	+ re-polishing floor using water based polishes
	+ machine scrubbing
	+ hand stripping/scrubbing
	+ maintaining unsealed wooden floors with wax polishes where required, the application of oleo resinous seals to wood floors as required and
	+ carpet cleaning.
* To regularly remove all finger and scuff marks, splashes etc, from internal glass doors, kickplates, walls and paintwork, and to thoroughly clean these items as required.
* To wash walls, tiles and ceilings above hand height as required using equipment supplied. This work to be done by operative from floor level.
* To remove graffiti, chewing gum etc, using laid down procedures.
* To thoroughly clean venetian blinds and vertical blinds as required using methods and equipment as directed. This work to; be done by operative from floor level.
* To understand and comply with the Council’s Health & Safety Policy.
* To maintain the high standard of cleanliness and good condition of all machinery and equipment used by you, and to report any faults to the Caretaker.
* To be aware of fire prevention and drill procedures.
* To lock doors and return keys to designated place as required.
* To maintain client confidentiality and security of buildings, closing and locking windows as required.

**NOTES*** The Job Description reflects current best practice in the Waltham Forest Cleaning Service. It takes account of a variety of situations found in the Authority and is subject to variation in detail, not in substance, at institutional level. This is to reflect different site and site management requirements, eg Secondary or Primary School or a non-School site.
* Nothing in the Job Description precludes improvements being made to Cleaning Services. These have in the past and may in the future arise from time to time out of eg technical advances in machinery or chemicals, changes in site requirements and working methods or re-training. Where necessary such improvements have, and will continue to involve consultation, as appropriate, with the staff affected or their representatives.

*The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade* |