



JOB DESCRIPTION: CLEANER

LINE MANAGED BY: Cleaning Supervisor
DATE: January 2025
PAY RANGE: AHS Pay Range 1C

JOB PURPOSE

To promote the aims of the school, as expressed in the School Statement.
To carry out cleaning duties when required to meet operational needs.

DIMENSIONS

20 hours per week, 39 weeks per year - Term time only plus 1 week in Summer Holidays
Holiday Entitlement 22 Days plus Bank Holidays
Working hours are between - Mornings: 06.30-08.30 & Evenings: choice between 15:30-17:30 or 16.30-18.30 hrs Monday to Friday with some variations during the School Holidays (to be discussed at interview)

PERFORMANCE STANDARDS

The work of the Cleaner will be judged against this job description and any targets set as part of the appraisal process. Post holders will be expected to undertake appropriate CPD activities, as required.

ORGANISATION CHART



PRINCIPLE ACCOUNTABILITIES

Cleaning Responsibilities are:

- To carry out the allocated cleaning duties from the cleaning schedule as directed by the Site Manager/Cleaning Supervisor, working the designated number of hours, signing in and out at the times agreed with the Cleaning Supervisor and giving the earliest possible notification of any absence inline with the absence policy.
- To clean areas of use before school events and to assist the evening cleaners each day as per the cleaning specification.
- To respond positively to requests and complaints from the Cleaning Supervisor.
- To carry out any other duties, which the school may reasonably require.
- To carry out cleaning duties conscientiously, using the methods, equipment and products specified by the Cleaning Supervisor.

- To take the best possible care of equipment and materials and to report any faults, breakdowns or losses to the Cleaning supervisor.
- To observe the Health & Safety, First Aid and emergency procedures.
- To report any near miss or accident to the Cleaning Supervisor.
- To cover for any absences by undertaking a basic clean as directed by the Cleaning Supervisor.

Additional Duties:

Work with other members of the Facilities Team to contribute to the school improvement process.

The requirements of the post may vary from time to time without altering its essential nature or level of responsibility.

Safeguarding

All staff must ensure that they fully understand and implement all of the roles and responsibilities in relation to Safeguarding Children and Young People - training will be provided.

PERSON SPECIFICATION

Skills and Abilities

It is essential that the post holder:

- Has a good ability to understand and follow Health and Safety instructions
- Has the practical ability to problem solve and use initiative within the realms of the role
- Is able to organise, prioritise and complete tasks efficiently
- Works effectively as a team member with people from a range of levels and responsibilities
- Is able to accept instruction and seek clarification where necessary
- Has the ability to follow procedures, including use of equipment, materials, etc. required in their day to day role
- It is desirable that the post holder:
 - Has previous experience of cleaning in a similar environment
 - Has an understanding of Health and Safety Regulations and Procedures and how they apply in a school environment

Additional Factors

That the post holder should be:

- Punctual and reliable
- Willing to undertake training

HOW TO APPLY FOR THIS ROLE

Applications:

- Please complete an Aylesbury High School application form, no other application form or CVs can be accepted. This is available on our website:

<https://www.ahs.bucks.sch.uk/about-the-school/staff-vacancies/>

- Please either email it to: HR@ahs.bucks.sch.uk or

- post to: HR, Aylesbury High School, Walton Road, Aylesbury, Bucks HP21 7SX

Closing date: Monday 6th January 2025 @ 9am

Interviews: After the closing date

SAFEGUARDING STATEMENT

If you are shortlisted for a post, you will also be required to complete a self-disclosure form as part of the recruitment process; this will not be used for shortlisting purposes.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Our Safeguarding Statement is [here](#). The appointment will be subject to references which are satisfactory for the advertised post, an enhanced DBS check with a Child Barred List check, identity checks, prohibition orders and qualification checks as appropriate.

CVs alone cannot be accepted for safeguarding reasons so please complete the AHS application form if you wish to apply for this role

AHS is an equal opportunities employer