

JOB DESCRIPTION

Langley School



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

All candidates are obliged to disclose in their application details of convictions, cautions and any previous concerns raised in relation to Safeguarding issues. The school will assess such evidence and determine whether this presents an acceptable risk to safeguarding. If this presents an unacceptable risk then this will be a contra-indicator and the applicant will not be shortlisted

Post Title	Cleaner	Post No	
School	Langley School		
Salary Band/Range	Band A		
Responsible to	Cleaning Supervisor / Facilities Manager		
DBS Check	Enhanced		
Special Conditions			

1. Job Purpose

In conjunction and with support from colleagues, to provide an efficient and effective cleaning service to the school.

To follow instructions from the Cleaning Supervisor and Facilities Manager to ensure high standards are maintained and all areas of the site are kept clean at all times.

2. Key Responsibilities

2.1	Main Duties
	This is not intended to be a complete and exhaustive list of all duties and responsibilities attached to the post and is subject to change as procedures change and develop.
2.2	People
	Help to foster a team culture within the team, liaising with your Line Manager and other team members on a regular basis.
2.3	Safeguarding
	Langley School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
2.4	Financial
	Liaise with the Business Director / Headteacher's PA with regard to policies and financial practices in targeted areas of responsibility. Comply with any recommendations made by Audit.
2.5	Buildings & Equipment
	The post holder is responsible for the security and accuracy of the information which they access and process in carrying out their role.

	The post holder is responsible for the appropriate use of the resources required to undertake their role.
2.6	Health & Safety
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
2.7	Policies & Procedures
	The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

3.	Other Conditions
3.1	Mobility
	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
3.2	Equal Opportunities
	Langley School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
3.3	Variations to Job Descriptions
	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
3.4	Training and Development
	The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
3.5	Core Qualities & Leadership Framework
	The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

Compiled/Reviewed by:	SWL/MBR
Date:	Sept 2024

Signed:

Date:

