



# BUCKINGHAM PREPARATORY SCHOOL

AN INDEPENDENT SCHOOL FOR BOYS

(Founded 1937)



## SCHOOL CLEANER

### JOB DESCRIPTION

<b>POST: SCHOOL CLEANER</b>
<b>JOB PURPOSE:</b> <ul style="list-style-type: none"><li>To carry out general cleaning duties around the school premises to maintain a clean, tidy and healthy school.</li></ul>
<b>REPORTING TO:</b> The Headteacher, Bursar and Site Manager
<b>LIAISING WITH:</b> Headteacher, Bursar, Site Manager and Assistant Site Manager, Senior Cleaner all school staff as appropriate.
<b>LINE MANAGEMENT OF:</b> Not applicable.
<b>KEY RESPONSIBILITIES:</b> <ul style="list-style-type: none"><li>To work alongside Caretakers and Senior Cleaner to fulfil all requirements to maintain the school premises, equipment and resources.</li><li>To ensure that premises remain safe, secure, clean and tidy for effective working.</li><li>To support School's policies on health, safety and security.</li></ul>
<b>MAIN DUTIES:</b> <ul style="list-style-type: none"><li>Carry out general cleaning duties throughout the school premises including thoroughly cleaning classrooms, corridors, toilets and common parts.</li><li>Including but not limited to vacuuming, dusting, mopping, wiping surfaces, cleaning windows and glass, emptying bins and taking rubbish out.</li><li>To assist Site Manager with any special cleaning jobs required during school holiday periods e.g. carpet cleaning, deep cleans etc</li><li>To ensure rooms are left clean and secure with windows closed, lights switched off and doors closed at the end of the school shift to ensure all safety and security requirements are met.</li><li>To report any problems or defects to the Headteacher as soon as possible.</li><li>To lock up/unlock the school if required.</li></ul>

- To be available on an ad hoc basis as required by the Headteacher for occasional out of hours events.
- To work as a part of small self-motivated school maintenance staff team.
- To carry out any other such duties relevant and reasonable to the role as required by the Headteacher, Bursar or Site Manager.

#### **PERSONAL & PROFESSIONAL CONDUCT:**

##### **Uphold public trust in the profession and maintain high standards of ethics and behaviour, within & outside school**

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law
- Follow the BPS 'Code of Conduct' as agreed at offer of employment

**Have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality**

**Have an understanding of, and always act within, the frameworks which set out their professional duties and responsibilities.**