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**DISS HIGH SCHOOL**

**Lead Cleaner**

**Salary Scale C, pro-rata**

**Responsible to the Site Officer**

**Working Hours:**

22.5 hours per week, all year contract

The Lead Cleaner manages the cleaning team in addition to cleaning designated areas of the school. 7.5 hours per week to manage the team of cleaners and stock levels with the remaining 15 hours to work as a cleaner.

**Specific Duties**:

* To lead and motivate a team of cleaners to ensure the cleanliness of the school at all times.
* To manage cleaning rotas, routines and organising cover when staff are absent.
* To monitor stock levels and replenish stock items providing best value for the school
* To be fully aware and to comply with the instructions under the Control of Substances Hazardous to Health (C.O.S.S.H.).
* To be fully aware of and to comply with all departmental instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work legislation.
* Ensure the cleaning equipment is kept in a clean and working order.
* To clean designated areas of the school to the standard laid down by the Site Officer.

**General Responsibilities & Duties:**

* To let the school know before 6am (morning shift) or 2pm (afternoon shift) if you are unable to attend your shift.
* To report any problems to the Site Officer.
* To perform such other duties of a like nature as required by the Headteacher.

**Safeguarding**

Diss High School is committed to safeguarding the welfare of all of its students and all staff must have an enhanced DBS check and satisfactory references. All posts are likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

**PERSON SPECIFICATION – LEAD CLEANER**

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| **Knowledge** | **Essential** | **Desirable** |
| * training in COSHH
 |  | **🗸** |
| * training in Health & Safety
 |  | **🗸** |
| * al round knowledge of cleaning equipment
 | **🗸** |  |
| * knowledge of cleaning products and techniques
 | **🗸** |  |
| * first aid qualification
 |  | **🗸** |
| * aware of own responsibilities with regard to personal health & safety and that of others
 | **🗸** |  |
| **Experience**  | **Essential** | **Desirable** |
| * leading a team of cleaners
 | **🗸** |  |
| * working as a cleaner within a large organisation
 |  | **🗸** |
| * managing cleaning rotas
 |  | **🗸** |
| * stock control and budget monitoring
 |  | **🗸** |
| * working with different cleaning products
 | **🗸** |  |
| * working with a range of cleaning equipment
 | **🗸** |  |
| * carrying out minor repairs and maintenance
 | **🗸** |  |
| **Personal Attributes** | **Essential** | **Desirable** |
| * able to make a positive contribution to the whole site team
 | **🗸** |  |
| * flexible with regard to working hours and ability to cover for other cleaners
 | **🗸** |  |
| * reliable and trustworthy
 | **🗸** |  |