



**QUAINTON
HALL**
JOHN LYON'S PREP SCHOOL



SCHOOL CLEANER

JOB DESCRIPTION

Reports to: Cleaning Supervisor

Start date: ASAP

Job Purpose

To clean designated areas within school premises efficiently and effectively, so that a clean, tidy and safe environment is maintained to a high standard for students, staff, and visitors.

This position will involve contact with children and will amount to 'regulated activity'.

About John Lyon School

John Lyon is an academically selective independent day school, based in Harrow-on-the-Hill in North West London. Having educated boys from Harrow and surrounding areas since 1876, John Lyon welcomed its first girls as pupils in September 2021. The School has also moved from being a senior school to an all through 3 -18 school with nursery, thanks to a 2021 coming together with Quinton Hall School in central Harrow.

Academic excellence is at the very heart of what pupils who study here seek to achieve. Pupils' academic standards and personal development were both rated the highest possible 'excellent' in our most recent ISI school inspection.

The John Lyon School campus is spread across six buildings at the senior school, the Quinton Hall school site, and a 25-acre mixed sporting facility in Harrow-on-the-Hill and is part of John Lyon's Foundation. We have a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it.



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



COMMUNITY



CREATIVITY



ENQUIRY

THE DEPARTMENT

Facilities

The Facilities Department is responsible for the upkeep and on-going maintenance of all buildings across the John Lyon senior and Prep School sites. As well as this, a number of residential properties owned by the school. Buildings on each campus vary in size and age, each presenting their own individual challenges.

With many events booked into the school calendar every term, it is vital the school is always maintained to a high standard, from both an operational and presentational perspective.

PRINCIPAL RESPONSIBILITIES

Cleaner General areas of responsibility

- To promote and safeguarding the welfare of pupils
- To comply with the School's Safeguarding & Child Protection Policy and ensure that any concerns relating to the safety or welfare of children are reported immediately to the Designated Safeguarding Lead (DSL) or the Head
- To act professionally at all times, setting a good example to children through high standards of presentation and personal conduct whilst contributing positively to effective working relationships within the school
- To comply with the School's Code of Conduct
- To read other policies or guidance as and when required to do so by the DSL, Head or other member of the SLT
- To act consistently, in a calm and supportive manner with colleagues

- To be flexible, take initiative and take direction from other members of staff
- To have a 'can-do' attitude.
- To attend staff and departmental meetings, INSET days and other school events, as required
- To cover for absent colleagues, when required, as organised by the Cover Supervisor
- To meet all deadlines for the efficient running of the school
- To notify the School about personal absence due to illness and gain permission from the Head of Estates for any intended absence
- To be responsible for his/her personal punctuality and wearing of appropriate dress Specific duties of a Cleaner

Specific duties of a Cleaner

- To undertake regular cleaning around the school, including toilets, corridors and other areas, as required
- To carry out emergency cleaning around the school, including spillages, bodily fluids, overflows etc. as required
- To undertake cleaning to agreed high standards, as directed by the Cleaning Supervisor/ Head of Estates
- To ensure that all damage and faults are reported promptly to the Cleaning Supervisor/ Caretaker
- To replenish supplies to the toilets, as necessary
- To maintain a stock of cleaning materials and request replenishment via the Premises Manager, as required
- To be aware of, and act within, the provisions of the Health and Safety at Work Act, including COSHH regulations
- To ensure that appropriate notices and signposts are displayed in all areas as required when cleaning
- To undertake other specific duties which may, from time to time, be reasonably requested by the Head/ Cleaning Supervisor/Head of Estates

School Cleaner

PERSON SPECIFICATION

In making an appointment at John Lyon we look for the person who, during the selection process, best demonstrates their skills and abilities as follows:

	ESSENTIAL	DESIRABLE
EDUCATION & KNOWLEDGE		
Good level of General Education	X	

Knowledge of basics cleaning equipment and materials	X	
Understanding of Health and Safety requirement	X	
Understanding of Child Protection Issue	X	
Adhere to all School Policies to include but not be limited to Safeguarding and Child Protection, Code of Conduct and Health and Safety	X	
To promote and safeguard the welfare and of children and young persons at all times	X	
First Aid Training		X
EXPERIENCE		
Experience of cleaning in an office /education setting		X
SKILLS		
Physical fitness and endurance	X	
Patience and the ability to remain calm in stressful situations	X	
The ability to organise your own time and workload	X	
Ability to understand oral and written instruction	X	
Ability to work effectively both in a team and on your own initiative	X	
ATTITUDE		
Suitability to work with children*		
Reliable and punctual	X	
Honesty and integrity	X	
Flexibility, take initiative and take direction from other members of staff	X	
Can do attitude	X	
To act consistently, in a calm and supportive manner with colleagues	X	

It is the post holder's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the School they must report any concerns to the School's Designated Safeguarding Lead.

For further information or to apply for the role please refer to the school website where a job description, person specification and application form can be found: www.quaintonhall.org.uk.

Completed application forms should be returned to recruitment.support@johnlyon.org
Please be aware that CVs alone will not be accepted.

We encourage early applications and reserve the right to close, interview and appoint immediately for selected candidates that fit the selection criteria. Please apply as soon as possible.

Closing date for applications: 12pm on Friday 31th March 2023.

The School is committed to safeguarding and promoting the welfare of children, and applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and an Enhanced check with the Disclosure and Barring Service.

As a provider of employment and education, we value the diversity of our staff and pupils. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our pupils and staff.

* The interview will explore issues relating to safeguarding and promoting the welfare of children.