

JOB DESCRIPTION

Post Title:	Cleaner
Responsible to:	Headteacher, Executive Principal
Accountable to:	Cleaner in Charge, Site Manager & Cluster Finance & Admin Manager
Manages:	not applicable
Based:	St John & St James' C of E Primary School
Hours:	3 hours per day (Term-time only plus 3 weeks)
Salary:	2 points 3-4
Contacts:	Executive Principal, Headteacher, Deputy Headteacher, Assistant Headteacher, Senior Managers, Cluster Finance & Admin Manager, other school staff, pupils, the Local Authority, parents and care givers, community, and relevant agencies.

JOB PURPOSE:

- Undertake, normally as part of a team, the cleaning of designated areas within school premises to ensure that they are kept in a clean and hygienic condition. This will be by following a cleaning rota (under a separate cover) with daily, weekly and termly achieved components.

MAIN DUTIES AND RESPONSIBILITIES:

Follow the Cleaning Rota:

- Carry out duties which include: cleaning, washing, sweeping, vacuum cleaning, emptying litter bins, polishing and dusting of designated areas (which may include toilets and shower areas) and fixtures and fittings, using where appropriate powered equipment.
- The cleaning rota may vary between term time and school closure periods.
- Report hazards, such as fire hazards, breakages, blockages, etc.

GENERAL:

- This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.
 - This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder.
 - The postholder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information.
 - The postholder may be required to work outside normal school hours on occasion, with due notice.
 - Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their appointment form and are expected to disclose such information at the appointment interview.
 - Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.
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PERSON SPECIFICATION

CLEANER

		Essential	Desirable
Qualifications and Experience	None		Yes
Experience	Experience of carrying out basic cleaning tasks	Yes	
Knowledge	To communicate clearly and be able to understand written and verbal instructions.	Yes	
Skills and Abilities	Understanding of the basic principles of health & safety in a school environment including COSHE	Yes	
	Ability to carry out the work under minimal supervision	Yes	
	Ability to adhere to working procedures and policies within the school environment	Yes	
	Ability to operate as part of a team or individually	Yes	
	Ability to perform the physical tasks required by the post, including lifting, carrying and pushing waste bins, cleaning trolleys and vacuum cleaners.	Yes	
	Ability to be able to move chairs, desks and other school furniture in order to undertake cleaning duties	Yes	
	Able to fulfil their cleaning rota within the required time period to the quality standard expected	Yes	
	Displays commitment to the protection and safeguarding of children and young people	Yes	
	To communicate clearly to all sections of the school community	Yes	

ACCEPTANCE OF POST

CLEANER

Date of issue _____

Signed by Headteacher _____

Print Headteacher _____

Signed by Post Holder _____

Print Post Holder _____

Return Date _____