



# *The* **Hawthorns** Primary School

## **Cleaner Job Description**

### **Job details**

**Salary:** NJC Scale 1, Point 2

**Hours:** 10 hours per week, term time only (16:00 – 18:00)

**Contract type:** Permanent

**Reporting to:** Site Controller

### **Main purpose**

To undertake general cleaning duties to provide a clean, hygienic and safe environment for teaching and other school activities. Duties may include working in all types of rooms, including offices, classrooms, hall, corridors, toilets

### **Duties and responsibilities**

- To carry out cleaning tasks set out in the school's cleaning schedule and be responsible for a designated area of the school as allocated by the Site Controller.
- To understand the importance of and ensure Health & Safety guidelines are complied with at all times including COSHH and manual handling.
- To use all chemicals, cleaning materials and Personal Protective Equipment (PPE) in a safe and proper manner in accordance with any instructions and specifications provided.
- Operation of cleaning machinery to clean soft and hard surfaces e.g. vacuum cleaners, following Health & Safety guidelines.
- Maintain school standards of hygiene and safety of all cleaning equipment and cleaning cupboards in the designated area.
- Ensure that any hazards, defects and relevant factors of building or environment safety that may be detrimental to safe working practices and normal school operations are immediately reported to the Site Controller.
- Daily duties include:
  - Vacuum cleaning and sweeping all hard and soft floors
  - Spot cleaning of spillages
  - Wiping furniture, ledges, pipes, radiators, paintwork, doors and polishing door glass using the correct products, as instructed by the Site Controller.

- Emptying and cleaning bins
- Cleaning toilets, including mirrors, sanitary fittings and surrounds and replenishing toiletries
- Mopping and spray cleaning hard floor surfaces
- Wiping, polishing and straightening furniture
- Checking and closing windows and switching off lights
- Such other reasonable duties as may be requested by the Headteacher or Site Controller from time to time
- Extra hours may be available for cleaners during holiday periods when the school is closed as deep cleaning is undertaken throughout the school. This may include stripping and sealing floors, high level dusting, wall washing.

### **Personal and professional conduct**

- Maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.

The Cleaner will be required to safeguard and promote the welfare of children and young people in accordance with the school's Safeguarding and Protection Policy and follow school policies and the staff code of conduct.

Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Cleaner will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or Site Controller.

# Person Specification

CRITERIA	QUALITIES
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• No formal qualifications required</li> <li>• A good understanding or training in Health &amp; Safety guidance and regulations</li> <li>• Initial training in basic cleaning methods and the use of associated materials and equipment will be provided within the induction period and further training provided thereafter, as required</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Able to communicate clearly and follow instructions</li> <li>• Ability to work both alone and as part of a team</li> <li>• Ability to prioritise work, manage time effectively and work in an organised and methodical manner</li> <li>• Ability to act on own initiative, dealing with any unexpected problems that arise</li> <li>• An understanding of and commitment to equality of opportunity</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Reasonable level of fitness</li> <li>• Efficient and proactive</li> <li>• Punctual, reliable, trustworthy and able to complete the full contracted hours</li> <li>• Take pride in attention to detail to ensure high standards of cleaning and hygiene</li> <li>• Willing to take personal responsibility for the standard of work carried out</li> <li>• Willing to clean any area of the school as requested by the Headteacher or Site Controller and be flexible to changing demands of the post</li> <li>• Willing to participate in further training and development opportunities offered by the school and external providers to further knowledge</li> <li>• Ability to maintain confidentiality on school matters</li> </ul>

