

CLEANER

JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

JOB TITLE: School Cleaner

RESPONSIBLE TO: Premises Officer

MAIN RESPONSIBILITIES:

The School cleaner will work as part of a team to perform a variety of regular and one-off cleaning tasks and duties as directed by their supervisor/line manager. The School cleaner will provide a high standard of hygiene and cleanliness throughout the school.

- Clean designated areas to a consistently high standard.
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the daily duties, but require attention as part of maintaining high standards.
- Ensure Health and Safety and general procedure compliance.
- Ensure any issues relating to Health and Safety are reported to the Premises Officer/Business Manager.
- Report cleaning supplies requirements and stock levels to supervisor.
- Undertake any training necessary in the correct use of cleaning equipment such as floor machines, Vacs, wets pick-ups, and in health and safety and the use of cleaning chemicals.
- To work as part of a team and support other members of the cleaning team to meet standards and school objectives.
- To be willing to undertake varied duties according to the needs of the school, as requested.
- Will need to manage some heavy lifting.

The duties in this job description may be varied by the Headteacher/Governing Body at any time, after discussion with you, to meet changing circumstances in a manner compatible with the post held. The job description will be reviewed annually to ensure the tasks are relevant to the needs of the school. It does not form part of your contract of employment. It sets out the way you are expected and required to perform the duties set out above. This is not a complete or definite list of duties, but a guide as to what should be done.

PERSON SPECIFICATION

KNOWLEDGE & EXPERIENCE

- Knowledge of COSHH and safe use of chemicals
- Knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.
- Knowledge of cleaning best practices
- Experience of undertaking a range of cleaning duties in a commercial environment.

PERSONAL ATTRIBUTES

- Willingness to clean any areas of the school as required by the supervisor.
- Willingness to take personal responsibility for the standard of work carried out.
- Willingness to participate in further training and development opportunities offered by the school.
- Willingness to maintain confidentiality on all school matters.

SKILLS

- Ability to work effectively and supportively as a member of the school team
- Ability to work in an organised and methodical manner
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to demonstrate commitment to Equal Opportunities
- Being physically capable
- Communication, maths and reading
- Customer service and sound judgement
- Efficiency and discretion
- Honesty and integrity
- Motivation and flexibility
- Respect and professionalism
- Time management and multitasking
- Understanding and following safety rules
- Understanding and carrying out set tasks
- Understanding of health and safety regulations