

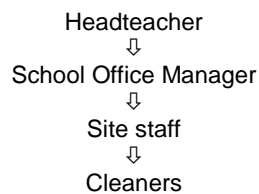
JOB DESCRIPTION

Authority: Reading Borough Council	Department/Division: The Ridgeway Primary School
Post Reference No: RBC	Location: The Ridgeway Primary School
Job Title: School Cleaners	Grade/Salary Range: SCP3-5

JOB PURPOSE

Working to Site manager and Assistant Caretaker to maintain a high standard of cleanliness and hygiene within the Ridgeway Primary School, in accordance with the Ridgeway Primary Cleaning Specification.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

1. To provide a daily and weekly cleaning service to the Ridgeway Primary School in line with the Ridgeway cleaning specification, for specific areas within the school as directed by the Site staff. This includes classrooms, toilets, floors corridors and central areas and any other areas as directed by the site staff.
2. To provide deep cleaning services in the school holidays as prescribed by the Site staff.
3. Sweeping and scrubbing of floors, wash down and scrubbing of wall surfaces and associated window ledges and railings, etc., low level window cleaning, and general cleaning duties.
4. Where applicable the clearance of litter and correct removal and disposal of rubbish.
5. Any reasonable related cleaning duties as directed by the site staff.

SCOPE OF JOB (Budgetary/Resource control, Impact)

1. Liaison with Site staff.
2. Liaison meetings School Office Manager and Headteacher.

PERSON SPECIFICATION



Job Title: School Cleaners	Department/Division: The Ridgeway Primary School
Authority: Reading Borough Council	Post Reference No:

Qualifications/Education/Training

Experience

1. An awareness of modern cleaning methods and routines.
2. An understanding and compliance with the regulations relating to the Control of Substances Hazardous to Health (COSHH).
3. Previous experience preferred.

Skills & Abilities

1. Physically fit - there will be occasional heavy lifting.
2. Good communication skills.
3. Numerate & Literate.
4. Energetic & Enthusiastic.
5. Must be self motivated - ability to work un-supervised.

Specific Working Requirements

1. Must be flexible and adaptable