



# Hurst Drive Primary School

Headteacher: Mrs M Forrest  
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## **Hurst Drive Primary School – Cleaner – Job Description & Person Specification**

### **1. Introduction**

Hurst Drive Primary School is a two-form entry school situated in Waltham Cross in the Borough of Broxbourne, Hertfordshire – easily accessed by car via the A10 junction of the M25 (Junction 25) or by train being only a ten-minute walk from Theobalds Grove or Waltham Cross railway stations. Placed in extensive grounds, including a very large field, pond and woodland area, the school serves a diverse local community with children who are kind, polite and a pleasure to teach.

#### Vision Statement

At Hurst Drive Primary School, our vision is 'Success for all'.

On our journey to achieving success for all, Hurst Drive Primary School will involve everyone in maintaining high expectations to create an outstanding teaching and learning environment, where the curriculum extends beyond the classroom, and all learning opportunities prepare children for the ever-changing world.

### **2. Title and Grade of Post**

Post Title: Cleaner

Pay Scale: HB/HA

### **3. Purpose of the Job**

To undertake the cleaning of designated areas to a high standard throughout the school during term time and 50 hours over school holidays.

### **4. Employment Duties**

This is a support staff post within the school's staffing structure which involves working closely with the Site Manager. The post is otherwise subject to the National Agreement on Pay and Conditions of Service (the 'Green Book') and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

This job description is intended as a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the service. It does not form part of the terms and conditions of employment. All staff in school will be expected to accept reasonable flexibility in





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working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective running of the school.

As a member of the school staff, the post holder will be required to:-

- Comply with policies and procedures relating to child protection, health and safety, equality, confidentiality and data protection; and
- Participate in the agreed scheme for staff development, training and appraisal and be committed to continuous professional development.

## 5. Relationships

The post holder is responsible to the Site Manager.

The post holder is expected to interact on a professional level with pupils, parents, carers and colleagues – including outside agencies – and governors, seeking to establish and maintain productive relationships with them in order to ensure the smooth running of the school site.

## 6. Particular Responsibilities

The post holder will be required to work flexibly as part of the site team with guidance and training from or organised by the Site Manager in the following areas:

- Dust, polish, mop, hoover and clean surfaces using the appropriate cleaning equipment/resources;
- Ensure toilet areas are kept particularly hygienic;
- Spot clean walls and paintwork;
- Ensure low level internal glass in doors and mirrors are cleaned and left smear free;
- Empty rubbish from bins into refuse sacks;
- Responsible for ensuring that cleaning equipment/resources used in the course of the duties are left in a clean and tidy condition;
- Undertake all tasks in compliance with the Health & Safety at Work Act and other nationally/locally agreed Codes of Practice;
- To provide cover in the short term absence of another team member; and,
- Together with your Line Manager to be responsible for identifying your training needs so as to comply with health & safety regulations.





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## Person Specification

Criteria	Preferred requirements
<b>Qualifications / Experience</b>	<ul style="list-style-type: none"> <li>• Experience of cleaning and housekeeping using a wide range of equipment.</li> <li>• Competent English, maths and ICT skills (i.e. in order to read labels, measure out amounts, answer e-mails etc.)</li> <li>• Experience of working in a school or similar environment (e.g. cleaner, porter etc.)</li> </ul>
<b>Abilities, Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Able to follow cleaning guidelines as laid down by school.</li> <li>• Willing to carry out all reasonable cleaning tasks as directed by the Headteacher/Site Manager</li> <li>• Have a flexible approach and willing to use own initiative.</li> <li>• Commitment to high standards (i.e. gets the job done right every time).</li> <li>• Ability to work as part of a team (i.e. helpful and hardworking; responds positively to advice and guidance).</li> <li>• Ability to carry and lift items correctly.</li> <li>• Punctual.</li> </ul>

