



SCHOOL CLEANER

JOB DESCRIPTION

Reporting to:	Cleaning Supervisor, Site Manager
Pay Grade:	HB
Hours per week:	12.5 hours per week
Hours per day:	Monday to Friday 15:30PM-18:00PM
Location:	Camps Hill Primary School
Contract:	38 weeks Term time only with occasional holiday cleaning

Job Title: School Cleaner

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 purpose of this role is to provide a high standard of hygiene and cleanliness throughout the School.

Main Responsibilities:

- Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards, for example:
 - Vacuuming carpeted areas and mopping floors
 - Sweeping uncarpeted areas
 - Emptying waste into bins
 - Cleaning desks, seats and skirting boards
 - Cleaning toilet areas and replenishing toiletries
 - Cleaning doors and windows
 - Checking stock levels of cleaning materials
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards
- Reporting all defects/hazards immediately to the caretaker or supervisor
- Liaise with Supervisor, Site Manager and other members of staff as required to ensure the cleaning rota operates smoothly around both school events and outside lets where required
- Ensure Health & Safety, quality and general procedure compliance
- Work as part of a team and support other members of the cleaning team to meet standards and school objectives
- To adhere to any work place or site specific risk assessments and action where appropriate
- Follow safeguarding procedures and promote the welfare of children and young people in all aspects of your role.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary



PERSON SPECIFICATION

Spec	Essential	Desirable
Knowledge	<p>Working to deadlines</p> <p>Knowledge of cleaning best practises.</p> <p>Awareness of safeguarding.</p>	<p>Experience of cleaning in a non-domestic environment would be beneficial but not essential as full training will be provided.</p> <p>Knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials</p> <p>Safeguarding level 1</p> <p>Manual Handling/ First Aid trained</p> <p>Knowledge of COSHH and the safe use of chemicals</p>
Character/ Attributes	<p>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils.</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, Financial probity and reputation of the school.</p> <p>Time management and multitasking.</p> <p>Ability to work as part of a team and independently.</p> <p>Reliability.</p> <p>Ability to act on own initiative, dealing with any unexpected problems that arise</p>	<p>Take a full active part in school life and build positive relationships both in, and out the team.</p>

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