



# Hobbs Hill Wood Primary School Job Description

<b>Location</b>	Hobbs Hill Wood Primary School
<b>Role</b>	Cleaner <b>HA2</b>
<b>Reports to</b>	Site Manager

**Purpose of the role:**

To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.

**Key responsibilities:**

1. Undertake cleaning of allocated areas in line with specified standards and as directed.
2. Operate / use domestic and industrial cleaning equipment and materials, following appropriate training.
3. Store allocated equipment and materials safely and securely.
4. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
5. Collect and dispose of waste.
6. Refill and replace soap, towels and other materials.

Individuals in this role may also undertake some or all of the following:

7. Undertake specialised cleaning programmes during school closures or other designated periods.
8. Provide cover for colleagues on a short-term basis.

<p><b>Knowledge</b>          NVQ level 1 (or equivalent)          Level 1 Safeguarding / Awareness of keeping children safe          Awareness of Control of Substances Hazardous to Health (COSHH)          Understanding of the Schools Ethos, Vision and Values          Manual Handling</p>	<p><b>Competencies</b>          Communication (written and verbal)          Listening          Team working          Customer Service</p>
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*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the school's performance management process.*

*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.*

**I accept this job description**

**NAME and SIGNATURE**

**DATE**