



<b>Job Description</b>	
<b>The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	
<b>Summary of the role:</b>	<p><b>Job Title:</b> Cleaner</p> <p><b>Location:</b> Pilgrims Pre-Preparatory School, Brickhill Drive, Bedford, MK41 7QZ</p> <p><b>Line Manager:</b> Cleaner Supervisor/Facilities Manager</p> <p><b>Hours:</b> 15 hours per week 6pm – 9pm, Monday to Friday, annually</p>
Main duties and responsibilities:	<p><b>General duties</b></p> <ul style="list-style-type: none"> <li>• Vacuum clean all carpet areas – offices, corridors, classrooms, etc</li> <li>• Wipe clean classrooms and all equipment within them</li> <li>• Dust surfaces</li> <li>• Empty waste and recycling bins and remove waste sacks to disposal area</li> <li>• Clean and polish any metal work</li> <li>• Wipe clean woodwork, light switches and surrounds</li> <li>• Mop floors, wipe clean toilet areas</li> <li>• Ensure working methods comply with current legislations – such as COSHH, documentation, storing and use of equipment</li> <li>• Reporting faults, blockages and low cleaning stocks</li> <li>• Carry out the duties of a keyholder on an ad-hoc basis, as required</li> <li>• Clean to expected high standards as directed by the Cleaning Supervisor/ Facilities Manager</li> </ul> <p>You may also be required to undertake such other comparable duties as required by the Cleaning Supervisor, Facilities Manager or Headteacher.</p>

*This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment with appropriate discussion.*



<b>Person Specification</b> The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	<b>Essential</b> These are qualities without which the applicant could not be appointed	<b>Desirable</b> These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of assessment</b>
<b>Qualifications</b>		COSHH training certificate  First Aid qualification	Certificates
<b>Experience</b>	Experience of working in a similar role	Previous experience working in a school	Application form  Interview  References
<b>Knowledge &amp; Skills</b>	Good standard of written English and numeracy  Good verbal communication skills  Good organisational skills  Team player but able to work independently  Good knowledge of cleaning machinery and materials	Good knowledge of Health and Safety and COSHH regulations	Interview  References
<b>Personal competencies and qualities</b>	Ability to use initiative and work flexibly  Ability to adapt to changing situations  Good communicator		Interview  References