

Stondon Lower School

Job Description

Job Title: Cleaner

Responsible to: Headteacher/Office Manager

Job Purpose: To maintain school premises to the required standard of cleanliness. Required to clean all rooms, toilets, cloakrooms, staircase, corridors, hall and all other areas in use as required.

To act as a positive role model for our Values Education programme and to adhere to our stringent safeguarding procedures at all times.

Main duties and responsibilities:

1. To carry out cleaning work to the required standard and as instructed by the School Manager/Headteacher/Site Agent or staff.
2. To report to the School Manager/Senior Teacher, Site Agent, matters that are likely to affect their work or other matters they consider that they should be aware of.
3. To use cleaning materials appropriately and economically, to inform the Business Manager/Site Agent when stocks are low.
4. To ensure that tools and equipment are in good working order, reporting any faults to the Site Agent.
5. To ensure that Cleaner's/Site Agent store room is kept clean and tidy at all times.
6. To undertake any non-routine cleaning tasks as instructed by the Headteacher or authorised staff.
7. To work to Council's guidelines at all times particularly in relation to health and safety at work.
8. To attend all essential health and safety training courses as determined by the management of the school and/our Council.
9. To maintain confidentiality at all times in respect of school related matters and to prevent the disclosure of confidential and sensitive information.
10. To undertake any other duties or a similar level of responsibility as may be required.
11. To work additional hours to cover periods of absence by the Site Agent and to work additional hours during school holidays as required.
12. To adhere to the school's safeguarding procedures at all times and to act as a positive role model in our Values Education Programme.

PERSON SPECIFICATION

JOB TITLE:

Cleaner

Attributes	Essential	Preferred
Education/Qualifications	Basic standard of literacy to read instructions Ability to understand instructions	
Experience		Previous experience in a similar post
Skills/Knowledge/Aptitude	Ability to work as member of a team Ability to work under pressure at times	Knowledge of Health and Safety Regulations
Motivation	Commitment to achieving high standards of cleanliness and hygiene Willingness to work additional hours when needed Willingness to be flexible Willingness to undertake training if required Trustworthy and reliable	
Physical	Ability to undertake all the physical aspects of the post Ability to move and use domestic and industrial type cleaning equipment (polishers, vacuum cleaners etc)	
Other	Willingness to wear personal protective equipment as supplied. To adhere to the school's stringent safeguarding procedures at all times To act as a positive role model in our Values Education programme at all times	

