



Job Description - School Cleaner

Hours: 12 hours per week (3.30pm -5.30pm plus 2 hours, working hours to be arranged)

Term time plus 12 hours school holiday cleaning

PURPOSE OF YOUR JOB

- To ensure our school building is cleaned to a high standard, in line with agreed cleaning specifications. Ensuring a clean and orderly working environment is maintained.

MAIN AREAS OF RESPONSIBILITY

- To clean all school areas, corridors, stairs, classrooms, staff room, library, music room, Noah's Ark, ICT room, offices and shared areas, to ensure they are kept in a clean and hygienic condition.
- To Hoover and clean carpets and sweep and wash hard floors as required
- Occasional cleaning of toilets (both staff & pupils) and the medical room.
- Occasional restocking of toilets, classrooms and the kitchen areas with paper towels, soap and toilet paper as appropriate
- Securing and closing doors and windows as appropriate.
- To carry out periodic deep cleans during school holidays
- To collect and dispose of waste in an appropriate manner, where required
- To assist in maintaining and arranging the orderly and secure storage of supplies.
- Cleaning is to be done as per the agreed specification using equipment and materials appropriate to the different surfaces

- To contribute to a working environment which supports equal opportunities and anti-discriminatory practice

The jobholder may be asked to carry out such reasonable duties, which may be required, within the competence of the post holder, as necessary, when requested by the School Business Manager or Senior Leadership Team.

Working patterns to be set by the school and may vary from time to time – staff will be given reasonable notice of changes.

The job holder will report to the School Business Manager.

KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of cleaning in a professional environment.
- Knowledge of efficient cleaning methods and materials.
- Awareness of the main requirements of health and safety legislation including COSHH regulations and good practice relevant to the duties.
- Ability to communicate by email, telephone and face to face.

PROBLEMS AND DECISIONS

- In the event any problems, the post holder should report any problems to the office or School Business Manager.
- Manage stocks of cleaning supplies and help to place orders for new supplies in a timely fashion.
- Be aware of the need to use only those chemicals on the COSHH list.
- Report any breaches in security or issues with the building to the Business Manager or Senior Leadership Team.

PHYSICAL EFFORT

Some lifting, bending and stretching to move furniture, cleaning equipment and other articles in order to clean effectively will be required. A good level of fitness is required to clean efficiently during each shift.

DISCLOSURE AND BARRING SERVICE

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 Disclosure and Barring Service as part of the school's pre-employment checks as well as two references.

- To act in a professional and confidential manner with all school information
- To be aware and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection.

ADDITIONAL INFORMATION

The job holder may be required to attend occasional meetings or training sessions during school office hours (8.30am to 4pm).

Working patterns to be set by the school and may vary from time to time – staff will be given reasonable notice of changes. Flexible working will be considered during school holiday periods.

It is not always possible to completely define the duties and responsibilities attached to posts and some variations may be necessary from time to time. To perform any other duties that are relevant and reasonably requested by the Senior Leadership Team or School Business Manager.