

Westfield Primary School		
Post: Cleaner		
Responsible to: Headteacher / Site Manager		

Job Purpose:
To maintain school premises to the required standard of cleanliness; required to clean all rooms, toilets, cloakrooms, staircases, corridors, halls, laboratories and all other areas in use.

Main Duties and Responsibilities:

1. To carry out cleaning work to the required standard and as instructed by the Site Manager.
2. To report to the Site Manager or his/her authorised deputy, 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 Site Manager when stocks are low.
4. To ensure that tools and equipment are in good working order, reporting any faults to the Site Manager.
5. To ensure that cleaners' storage lockers and cupboards are kept clean and tidy.
6. To undertake any non-routine cleaning tasks as instructed by Site Manager or authorised deputy. All cleaners are required to contribute to major cleaning tasks during the school summer holiday period.
7. To work to Borough Council's guidelines at all times particularly in relation to health and safety policy.
8. To attend all essential health and safety training courses as determined by the management of the school and/or the Borough Council.
9. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- 10 To undertake any other duties of a similar level and responsibility as may be required.

Signed.....Date.....

Signed.....Date.....
Headteacher

PERSON SPECIFICATION

JOB TITLE:

Cleaner

Attributes	Essential	Preferred
Education/ Qualifications	Basic standard of literacy to read 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 industrial type cleaning equipment (polishers, vacuum cleaners etc)	
Other	Willingness to wear personal protective equipment as supplied	