



Job Description – Casual Cleaner

PURPOSE OF THE JOB

To undertake a high standard of cleaning within the school according to Procedural Codes and using a variety of methods including machinery, whilst adhering to safety regulations.

DUTIES & RESPONSIBILITIES

The post holder will be expected to:

CLEANING DUTIES

- To carry out a high standard of cleaning in all and any areas of the school as required by the duty caretaker.
- Assisting with the securing of windows and turning off lights in school buildings and rooms.
- To carry out as necessary the replacement to roller towels, renewing supply of toilet rolls and soaps and replacement of bin liners.
- To assist as necessary with the cleaning up after break-in or vandalism at the school.
- To undertake training in the correct use of cleaning equipment such as floor machines, Vacs, wets pick-ups and in health and safety and the use of cleaning chemicals.
- To notify the duty caretaker, of any damage to buildings and equipment or of anything you see that may be dangerous to pupils and/or staff.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- Other duties relating to the cleanliness of the school premises may be necessary from time to time within the reasonable requirements of the duty caretaker and the site management team.

OTHER SPECIFIC DUTIES:

- The post-holder will be expected to work flexibly and carry out all duties in compliance with the School's policies.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- This Job Description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



Person Specification – Casual Cleaner

SKILLS AND ABILITIES

- Able to follow the school's safeguarding procedures and recognise when to report any concerns
- Accuracy and attention to detail
- Flexible approach to work
- Ability to communicate with colleagues clearly and accurately
- Ability to work to predetermined instructions
- Common sense and initiative
- Ability to work as part of a team and alone as necessary
- Ability to follow recognised procedures and policies
- Ability to remain positive and enthusiastic when working under pressure
- Ability to relate to teachers, other professionals, parents and students
- Good organisation, time management, communication and interpersonal skills