



# Premises Cleaner



Harbour  
Learning  
Trust

## Purpose of Post

To provide an effective on-site cleaning service for a specified area/s.

Undertakes a full range of cleaning duties using domestic and industrial cleaning equipment;

Ensure all areas of the school are maintained to a specified quality standard;

Ensure compliance with Health and Safety requirements

## Main duties and responsibilities

- Clean floor space in teaching, communal and office areas using appropriate techniques and equipment e.g. mops, sweeps, spray cleans, machine scrub, dry, buff and suction clean;
- Clean all internal surface areas e.g. walls, windows, work surfaces and sanitary appliances using appropriate techniques, equipment and materials e.g. washing; dusting; damp wiping; polishing and cleaning;
- Operating / using domestic and industrial cleaning equipment and materials;
- Keeping equipment and storage areas in a clean and safe condition;
- Empty waste paper bins and removes waste to a designated area/s;
- Undertake other cleaning duties e.g. carpet and upholstery valeting, stain, chewing gum and graffiti removal, descaling sanitary appliances;
- Undertake routine equipment safety checks, cleaning, maintenance and storage e.g. waste removal and filter cleaning;
- Replenish sanitary and hygiene supplies e.g. soap, hand towels and toilet rolls;
- Report faults, damage, breakages, vandalism or any issue that may affect or impact on routine education activity;
- Maintain appropriate levels of security in all working areas to ensure confidentiality, safety and maintain site security,
- Ensuring compliance with Health and Safety requirements for all pupils and adults using the school site;
- Monitor children's and young people's general conduct and behaviour throughout the school and intervene to ensure the safety and wellbeing of pupils, staff and visitors. For serious incidents engage immediate assistance from senior colleagues.

## Job Description : PREMISES CLEANER

Contract type:

Salary:

Reports to:

Location:

Permanent

Scale 1A, Points 3

£24,796 (FTE)

£10,722 - 16 hours

per week Monday-Friday

All year round

Site Manager/Caretaker

St Giles Academy, Lincoln

## General

- To undertake any training commensurate to the post
- Contribute to the overall ethos of the school.
- Attend staff meetings/training where required
- The Trust is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.

# Premises Cleaner

Qualifications & Training	<ul style="list-style-type: none"><li>• Good understanding of general Health &amp; Safety operational practices and working methods and work schedules involved.</li><li>• Understanding and awareness of the related Health &amp; Safety issues associated with cleaning materials.</li></ul>	
Experience	<ul style="list-style-type: none"><li>• Prior experience of working within the school environment</li><li>• Prior experience of in a cleaning role</li><li>• Experience of COSH</li></ul>	
Professional knowledge & understanding	<ul style="list-style-type: none"><li>• Good communication skills</li><li>• Ability to use, clean and maintain a full range of industrial and domestic cleaning equipment and materials.</li><li>• Ability to build rapport and relationships with a variety of individuals within the same system</li></ul>	
Skills	<ul style="list-style-type: none"><li>• Flexible approach to work</li><li>• Ability to work independently and as a team</li><li>• Good Time management</li><li>• Organisational skills</li><li>• Ability to maintain cleaning records</li></ul>	
Personal Attributes	<ul style="list-style-type: none"><li>• Attention to detail</li><li>• Friendly and Polite</li><li>• Punctual</li><li>• Commitment to the DANCE values</li></ul>	

Harbour Learning Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.