

Job description

Cleaner



Job Title:

Cleaner

Salary:

HA3 plus fringe

Actual annual salary £8,938

Full time salary £26,367

Contract:

Permanent, part-time

15 hours per week, to be worked
Monday to Friday, 3 hours per
day and flexible working times
after 3:30pm

Term time only (38 weeks)

The Role:

To support the School Estate Manager and caretaking staff in providing a clean, healthy and safe environment for users of the school buildings and grounds.

Main Responsibilities:

The successful candidate will be responsible for (but not limited to) the following:

- daily cleaning of the school building according to schedule of work and as directed by the Assistant Campus Manager
- clean and buff floors as required
- safe, appropriate and economic use of cleaning materials and equipment as directed
- where cleaning in practical areas, working within the guidelines provided for safe working in that particular area
- use of cleaning materials in line with COSHH guidelines
- emptying of bins and ensuring rubbish is disposed of safely and as directed
- reporting of any potential health and safety hazards to the Assistant Campus Manager
- such other cleaning duties which may arise
- to carry out any other reasonable duties as may from time to time be requested by the Headteacher and School Operations Manager

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Person Specification:

Criteria	Details	Essential	Desirable
Qualifications and training	COSHH training		✓
	Safeguarding training		✓
Experience	Use of a range of basic tools and machinery e.g. cleaning equipment		✓
	Experience as a professional cleaner		✓
	Completion of forms and records required for the job as applicable		✓
	Follows work routines/instructions		✓
Skills and knowledge	Understanding of health & safety guidance, COSHH and data sheets		✓
	Understands and applies confidentiality relevant to the workplace	✓	
	Able to communicate with others in an acceptable and appropriate manner, e.g. patience, tact, humour, sensitivity, understanding, firmness.	✓	
	Good working knowledge of policies and procedures to maintain safe working practices	✓	
Personal qualities	Conscientious and hardworking	✓	
	Able to listen, observe and report information to supervisor	✓	



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