



Job Description

Post Title:	CLEANER	Grade:	BEX03/NJC3
Responsible to:	Premises Manager		
Functional links with:	Premises staff, other staff and SLT		

Main purpose of the job:

- Undertake, normally as part of a team, the cleaning of designated areas within the school premises to ensure that they are kept in a clean and hygienic condition.

Major Duties and Responsibilities:

1. Cleaning
2. Washing
3. Sweeping
4. Vacuuming
5. Emptying of bins
6. Polishing and dusting of designated areas (including toilets)
7. Polishing fixtures and fittings, using where appropriate, powered equipment

Duties will be different between term-time and during school holidays

Job Activities:

- Use of cleaning equipment and materials including powered items (e.g. floor polishing machine, carpet shampooer, vacuum cleaner)
- Manual operation of cleaning equipment, mainly early in the morning and during school holiday periods.
- Skilled use of tools, chemicals and care of surfaces (e.g. polishing)



CLEANER – PERSON SPECIFICATION

Please note: we will use the person specification to shortlist and interview for this post. Please make sure that your application shows how you meet these criteria.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Experience	• Experience of working as part of a team • A willingness to undertake training as required, and sometimes outside of normal working hours	• Experience of working in a school environment • Experience of working in a similar cleaning role • Previous key holder responsibilities • Experience of using specialist cleaning equipment (e.g. carpet cleaner, floor polishing machine etc)
Knowledge	• An understanding of and a commitment to safeguarding and promoting the welfare of children • An understanding of the need for very high standards of cleanliness and safety in the school	• Knowledge of the aims and objectives of the school • Knowledge of Health & Safety and hygiene regulations relevant to the post • Awareness of COSHH regulations
Skills and Ability	• Ability to undertake manual work for 2.5 hours at a time, requiring an appropriate level of physical fitness • Demonstrable commitment to high standards of cleanliness and safety at all times • A willingness to work hard • Ability to respond calmly to unexpected events • Ability to communicate effectively with other staff and with pupils • Ability to prioritise and organise own tasks with minimum supervision and to work to agreed targets • Desire and willingness to learn new skills, and respond positively to advice and guidance • Ability to listen to others and understand their needs	