



Cleaner

Northgate Primary School

Opportunity, Community, Excellence



Job Description: Cleaner

Reports To: Caretaker

Grade: B, point 2

Role Purpose:

Post holders will be part of a team of cleaners responsible for ensuring the school buildings are cleaned to the highest standard. This will include mopping, polishing, scrubbing, bending and stretching to reach required heights, amongst many other daily cleaning duties. There are no supervisory responsibilities

Specific Responsibilities

- Undertake routine cleaning duties as directed.
- These duties will include vacuuming, emptying bins, litter picking, washing and polishing desks, cleaning behind computers, cleaning windowsills, removing paint marks from walls, stain and chewing gum removal, mopping and scrubbing floors, cleaning pedestals, urinals, basins and vanity units in the toilets.
- Areas to be cleaned include classrooms, corridors and stairs, toilets, cloakrooms, dining room, main hall, changing rooms, library areas and any other area as directed.

General Responsibilities

All school staff are expected to:

- Work towards and support the school's strategic vision and the objectives.
- Adhere to school policies and procedures as set out in the staff handbook or other documentation
- available to all staff.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors,
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

All employees of Kingfisher Schools Trust will:

- Ensure that they adhere to the trust code of conduct and all policies and procedures including those relating to child protection and safeguarding, equal opportunities, health and safety, security, confidentiality and data protection
- Support the school and departmental development plans and positively engage in continuous professional development activities
- Seek advice and escalate more complex issues to the appropriate person within the workplace structure, using discretion as appropriate
- Undertake any other duties in line with their level of responsibility, as reasonably directed by the line manager or the Headteacher or a person acting with delegated authority on their behalf

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.



Person Specification

Essential criteria	Desirable criteria
<u>Qualifications and education:</u> <ul style="list-style-type: none"> • No formal qualifications required 	
<u>Experience and knowledge:</u> <ul style="list-style-type: none"> • Experience of working in cleaning industry • Understanding of school structures and procedures • Knowledge of health and safety protocols 	
<u>Skills and attributes:</u> <ul style="list-style-type: none"> • Appreciation of the need for complete confidentiality of all pupil, personnel and financial matters connected with the school. • Ability to develop and maintain good relationships with a wide range of people, including young people • Good communication skills • Ability to organise own workload in the context of varied tasks • High levels of discretion, confidentiality and awareness of data protection 	
<u>Professional Development:</u> <ul style="list-style-type: none"> • Willingness to undertake any training offered, relevant to the role 	