Job Description

Job Title: Cleaner

Location: Sticklepath Community Primary Academy

Salary Range: Grade B 2 (£10.60 p/h)

Hours: 5 hours per week, either before 8.30am or after 4pm for 41 weeks per year

Responsible to: Caretaker

Job Purpose including main duties and responsibilities

1.1 To ensure windows and doors are closed/locked when leaving rooms.

1.2 To report to the Site Caretaker/Manager any defects seen, likely to affect security or health and safety i.e. broken window, window catches, broken tables, chairs etc.

1.3 To carry out cleaning duties as required by the Site Caretaker/Manager and in the school cleaning map. To include hoovering, sweeping, dusting, door/wall washing, table cleaning, toilet cleaning, glass cleaning, mopping, use of vacuum cleaner, buffing machine as required, scrubber drier and hygiene cleaning to kitchen areas.

1.4 To use electrical and mechanical equipment, floor polishers etc when necessary and after appropriate training.

1.5 To use step ladders when necessary and with due regard to Health and Safety.

1.6 To use approved cleaning materials only in accordance with manufacturers printed instruction and COSHH regulations.

1.7 To be responsible for the care of all cleaning equipment assigned to them and report defects to the Site Caretaker/Manager.

1.8 To undertake cleaning duties in any area of the premises being cleaned or other premises as required.

1.9 To be aware of responsibilities for Health and Safety measures designed to protect self, other staff and users of the premises.

1.10 To wear the protective clothing provided while on duty. Additionally, should wear shoes which are suitable for the work being carried out.

1.11 To engage and respond to the process on monitoring of cleaning standards carried out by the Site Caretaker/Manager.

1.12 To attend relevant premises/staff meetings.

1.13 To undertake other responsible, appropriate and relevant duties as identified by the Executive Co-Head Teachers, Senior Administrator and Site Caretaker/Manager.

This job description will be reviewed annually to reflect the plans, growth and development of the School.

Person Specification:

	Essential	Desirable
Relevant Experience		
Experience of cleaning	✓	
Experience of working in an educational establishment		✓
Education and Training		
Excellent organisational skills	✓	
Awareness of relevant H&S regulations		✓
Willingness to undertake further training as appropriate	✓	
Knowledge and Abilities		
Ability to work independently and / or as part of a team	✓	
Willing to carry out all reasonable cleaning tasks as directed by the Executive Co-Headteacher, Senior Administrator or Site Manager.	✓	
Ability to use a wide range of cleaning equipment and to follow the School's cleaning guidelines	✓	
Able to lift/move equipment.	✓	
Able to communicate effectively both verbally and in writing where necessary.	✓	
Personal Qualities		
Have a flexible approach and willing to use own initiative	✓	
Be aware of the importance of confidentiality & safeguarding procedures	✓	
Be punctual and reliable	✓	
Safeguarding		
Suitable to work with children and young adults and/or vulnerable adults	✓	
Willingness to apply for a Disclosure and Barring Service (police) check (or to have a check undertaken against an existing DBS Certificate if registered for the DBS Update Service)	✓	