**FAIRFIELD ROAD PRIMARY**

School Cleaner JOB DESCRIPTION

**RESPONSIBLE TO:** Headteacher, bursar and caretaker

**PURPOSE OF POST:** To undertake cleaning duties, individually or as part of a team, the cleaning of a designated area and ensure it is kept in a clean and hygienic condition. This will be carried out under the supervision of Caretaker/Cleaner in Charge within the premises to ensure high standards of premise care in accordance with cleaning specifications and current Health and Safety Legislation.

**PRINCIPAL RESPONSIBILITIES:**

1. You will take part in maintaining the cleaning of a designated area of the school. You will:

* Be responsible for cleaning certain parts of the school site as allocated by the caretaker (this may vary from time to time).
* Use cleaning materials as instructed by the caretaker.
* Operate cleaning machinery in cleaning soft and hard surfaces e.g. vacuum cleaners and polishers.
* Understand and follow cleaning schedules and instructions.
* Carry out the following duties:
  + - Vacuum cleaning hard and soft floors;
    - Spot cleaning spillages;
    - Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass;
    - Emptying and cleaning bins;
    - Cleaning toilets, sinks and surrounds, and fixtures and fittings;
    - Mopping and spray cleaning hard floor surfaces;
    - Wiping and polishing and straightening furniture;
    - Replenishing janitorial supplies in toilets etc.;
    - Checking and closing windows, switching off lights after work;
    - Such other duties as may be allocated from time to time;
    - All defects/hazards must be immediately reported to the caretaker or headteacher.

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|  | 2. You will maintain health and Safety procedures at all times. You will:   * Ensure security of the building .e.g. check windows and doors are closed/locked * Report any faults to electrical cleaning equipment, do not use until fault is repaired * Ensure correct policy and procedures are maintained, including Health and Safety COSHH, Manual Handling etc. * Only use authorised cleaning materials, ensure the correct dilution rates as directed and used for the purpose indicated. * Ensure all PPE issued is worn at all times, including tabards and rubber gloves. * Display wet floor signs when cleaning floors.   3. You will be an effective part of the school team. You will:   * Work as part of a multi-disciplinary team. * Participate in training sessions as required. * Maintain school policy and procedures, where appropriate, with regard to school policies and procedures, particularly health and safety, equal opportunities, customer care, emergency evacuation, security and standards in relation to the work place.   4. Liaise politely and effectively between pupils, parents, staff and management.  **Safeguarding:**  As an employee of Gee Cross Holy Trinity Primary, you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.  **Equality Diversity and Inclusion:**  Gee Cross Holy Trinity Primary is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.    **Health and Safety:**  The post holder is responsible for Employees Duties as specified with the Health and Safety Policies.  **Health and Wellbeing:**  As an employee of Gee Cross Holy Trinity Primary you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.  Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. |
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|  | **PERSON SPECIFICATION**  **SCHOOL CLEANER** Gee Cross Holy Trinity C. OF E. (VC) PRIMARY SCHOOLPerson Specification: School Cleaner  |  |  |  | | --- | --- | --- | |  | Essential | Desirable | | Experience | * Experience of cleaning and maintaining a routine to timescale | * Experience in cleaning in the public/ private sector. | | Knowledge and understanding | * Understanding of the importance of confidentiality. | * Knowledge of schools and issues relating to health and safety in regulations * Ability to follow the school code of conduct | | Skills | * Must have high hygiene standards both operational and personal. * Displays commitment to the protection and safeguarding of children. * Ability to relate well to children and adults. * Work constructively as part of a team but have the ability to work on own initiative. * To contribute to the overall Christian ethos, values and aims of the school. * Use of powered equipment. | * Ability to identify a colour coded system of operation. | | Personal characteristics | * Patient and calm * Fair * Good listener * Good communication skills * Good at following instructions |  | |
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