**BOOTHSTOWN METHODIST PRIMARY SCHOOL**

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**Job Title:** Cleaner

**Reports to:** Site Manager

**Responsible to:** Business Manager

**Days/hours:** Monday to Friday 6am – 9am\* or 3pm - 6pm\*

*\*There can be a degree of flexibility for the correct candidate around the contracted hours.*

This is a term time only position, to include start and end of term cleaning.

**Rate of pay: Grade 1A** £9.44 per hour from September 2020.

**Purpose of the role:** To provide a complete cleaning service at our School. Duties will include; cleaning classrooms, halls, corridors, toilets, doors, offices and a small kitchen area.

**Main responsibilities and tasks**

The duties of the post holder will usually include the following:

1. To be responsible for all cleaning within the building.
2. To use cleaning materials as provided.
3. To operate cleaning machinery in cleaning soft and hard surfaces, eg. Vacuum cleaners and, occasionally, polishers.
4. Duties to include the following:
   * Vacuum cleaning hard and soft floors
   * Cleaning toilets including tap fittings and surrounds etc.
   * Mopping and spray cleaning hard floor surfaces
   * Dusting, damp wiping, washing or polishing the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fitments
   * Undertake occasional wall washing or inside window pane cleaning, washing/polishing door glass.
   * Emptying & cleaning waste bins
   * Replenishing consumable items (soap, toilet rolls, paper towels) as required
   * Checking and closing windows, switching off lights & un-setting / setting an alarm if required
   * Reporting defects / hazards as required
   * Such other duties as may be allocated from time to time

Notes: During periods when the school is closed, routine deep cleaning is undertaken for a short period before term commences and at end of term. The timings of this can be discussed and alternative working hours, once the pupils have vacated, if required.

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|  | **Essential** | **Desirable** |
| Educational achievements, qualifications and training | * Able to communicate clearly and follow instructions * Agreement to undertake a Disclosure & Barring check |  |
| Job related knowledge, aptitude and skills | * Ability to prioritise work and work in an organised manner * Ability to manage time * Willing to undertake training course that are relevant to the duties of the post or are required for Health and Safety reasons * Willingness to maintain confidentiality on all school matters | * Experience of cleaning * Some knowledge of Health & Safety within the workplace |
| Equal Opportunities | * An understanding of and commitment to equality of opportunity |  |
| Personal Qualities | * Ability to communicate with a wide range of people * Initiative and the ability to work without supervision * Ability to work as part of a team * Be flexible to changing demands of the post * Take pride in a job well done * Willingness to work flexibly on occasions | * A positive attitude and engagement with collegaues |
| Physical & Presentation | * Must be in good health * Must be of smart appearance with excellent personal hygiene standards |  |

We are committed to safeguarding the welfare of children and young people and expect all staff to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to an enhanced DBS check.

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| Review arrangements |
| The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time. |

#### Date job description prepared/revised: September 2020

Prepared/revised by: Jayne Fleming

Agreed job description signed by holder: