



Job Description & Person Specification

School Cleaner



School Cleaner

Salary: £7.85 per hour
Location: Gorsey Bank Primary School, Wilmslow
Start Date: As soon as possible
Hours: 13.75 hrs per week, Term Time only plus one week

Purpose of the post:

- To undertake the cleaning of designated areas of the school to ensure that high standards of cleanliness are achieved to the satisfaction of the Caretaker, School Services Manager and Head of School.

Reporting to: Estates Caretaker / School Services Manager

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

KEY DUTIES

- To create a hospitable and welcoming feel to the school by providing a clean and tidy environment: a pleasure to visit and to work in.
- To undertake general cleaning, e.g. sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting (may include toilets and shower area) using, where appropriate, powered equipment.
- Replenishing supplies of soap, paper towels, toilet rolls.
- In accordance with the school's flexibility policy, the job holder will undertake such work as may be determined by the Head of School/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.
- Clean a designated area as instructed to a high standard.
- Be on duty in the area allocated and, at the time allocated.
- Use cleaning equipment safely and correctly (training will be provided).
- Report to the Estates Caretaker any stock requirements or other messages.
- Report to the School Services Manager any requests or complaints.
- Report to the Estates Caretaker any health or safety hazards.
- Report to the Estates Caretaker any damage to equipment.

Other Tasks

- Holiday cleans, cleaning down of furniture, cupboards, cut back, floors stripped and re-sealed and polished (different cleans for different holidays). Performed every 6-7 weeks.

Health & Safety

- Must be medically fit to use cleaning supplies & equipment such as buffing machines & cleaning chemicals.
- To ensure that the Health and Safety Guidance is adhered to and that the appropriate clothing is worn at all times.
- To ensure that all machinery and cleaning materials are used correctly, in line with manufacturer instructions, and that accidents at work and defects of equipment, machinery or premises are reported to the Estates Caretaker or School Services Manager.
- Ensure all supplies and equipment to be stored securely at the end of each shift.
- To contribute towards overall security by closing windows and ensuring doors and gates are kept closed.

General

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned.
- To work positively and inclusively with colleagues so that the School and Trust provide a workplace and deliver services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security.
- To take responsibility for promoting and safeguarding the welfare of students in the school.
- To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities.
- To undertake any training required by the Trust.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
1. Relevant Experience	<ul style="list-style-type: none"> • Experience of cleaning work 	<ul style="list-style-type: none"> • Experience of working in a school environment • Previous experience of cleaning in a commercial environment 	<ul style="list-style-type: none"> • Application Form/Interview
2. Knowledge and skills	<ul style="list-style-type: none"> • Able to work on own initiative as well as a member of a team • Adaptable and self-motivated • Well organised • Able to prioritise tasks • Literate and numerate • Good communication skills • Outgoing pleasant manner • Understand the importance of Health and Safety • Able to follow school policies and procedures 	<ul style="list-style-type: none"> • Have an awareness of COSHH requirements 	<ul style="list-style-type: none"> • Application Form/Interview
3. Additional Factors	<ul style="list-style-type: none"> • Willingness to work additional hours as required • Ability to cope with physical demands of the job e.g.lifting, carrying • Good health record – good timekeeping • Able to work in a busy school environment and relate effectively with children and adults 		<ul style="list-style-type: none"> • Application Form/Interview/Reference

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.



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