

# Job Description



<b>Post Title:</b>	<b>CLEANER</b>	<b>Grade:</b>	<b>BEXLEY02</b>
<b>Responsible to:</b>	Site Manager		
<b>Functional links with:</b>	Premises staff, other staff and SLT		

## Main purpose of the job:

- Undertake, normally as part of a team, the safe cleaning of designated areas within the school premises to ensure that they are kept in a clean and hygienic condition.
- Carry out deep cleaning during holiday periods

## Major Duties and Responsibilities:

1. Cleaning all areas, including toilets and kitchens
2. Washing
3. Sweeping
4. Vacuuming
5. Emptying and cleaning of bins
6. Polishing and dusting
7. Polishing fixtures and fittings, using where appropriate, powered equipment
8. Occasional key holding duties

***Duties will be different between term-time and during school holidays***

## Job Activities:

- Use of cleaning equipment and materials including powered items (e.g. floor polishing machine, carpet shampooer, vacuum cleaner)
- Manual operation of cleaning equipment, mainly early in the morning or after school, and during school holiday periods.
- Skilled use of tools, chemicals and care of surfaces (e.g. polishing)
- There may be occasions where the post holder will be required to lock or unlock the building



## CLEANER – PERSON SPECIFICATION

Please note: we will use the person specification to shortlist and interview for this post. Please make sure that your application shows how you meet these criteria.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working as part of a team</li> <li>• A willingness to undertake training as required, and sometimes outside of normal working hours</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Experience of working in a similar cleaning role</li> <li>• Previous key holder responsibilities</li> <li>• Experience of using specialist cleaning equipment (e.g. carpet cleaner, floor polishing machine etc)</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of and a commitment to safeguarding and promoting the welfare of children</li> <li>• An understanding of the need for very high standards of cleanliness and safety in the school</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the aims and objectives of the school</li> <li>• Knowledge of Health &amp; Safety and hygiene regulations relevant to the post</li> <li>• Awareness of COSHH regulations</li> </ul>
<b>Skills and Ability</b>	<ul style="list-style-type: none"> <li>• Ability to undertake manual work for up to 3 hours at a time, requiring an appropriate level of physical fitness</li> <li>• Demonstrable commitment to high standards of cleanliness and safety at all times</li> <li>• A willingness to work hard</li> <li>• Ability to respond calmly to unexpected events</li> <li>• Ability to communicate effectively with other staff and with pupils</li> <li>• Ability to prioritise and organise own tasks with minimum supervision and to work to agreed targets</li> <li>• Desire and willingness to learn new skills, and respond positively to advice and guidance</li> <li>• Ability to listen to others and understand their needs, and to work effectively as part of a team</li> <li>• Flexibility, to allow for adjustments to workload during holidays or periods of staff shortages</li> </ul>	