

## **Hadlow Rural Community School**

### **Job Description**

<b>Post Title:</b>	<b>Cleaner</b>
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This job description may be amended at any time following discussion between the Headteacher and member of staff in the light of any changes in the requirements and priorities of the School, and will be reviewed annually.

#### **Job Purpose**

- To provide and maintain a clean and safe environment for students, staff and visitors.

#### **Key Responsibilities**

- Sweeping and vacuum cleaning all floors and stairs
- Dusting and cleaning all ledges, window frames, surfaces, worktops and walls
- Polishing furniture and artefacts
- Cleaning desk surfaces
- Tidying chairs and cleaning their seats
- Cleaning internal windows and mirrors
- Cleaning lavatories, showers, and wash hand basins
- Emptying rubbish bins and conveying rubbish bags to the rubbish point
- Emptying recycling bins as required
- Using appropriate Machinery to clean
- Ensuring that you have sufficient stores to conduct your duties satisfactorily
- To work within Health and Safety regulations, and take part in training as required.
- Show a commitment to Equality, Diversity and Inclusion
- Show a commitment to ensuring that children and young people are safeguarded and learn in a safe environment

#### **Additional Responsibilities by negotiation (if required)**

- Grounds Maintenance to include; weeding, cutting grass, maintaining hedges etc
- Supporting the maintenance and upkeep of buildings to include cleaning of windows, pressure washing, painting and general minor diy/maintenance.

Deep cleaning weeks are to be carried out during the Christmas (1), Easter (1) and Summer (2) holidays at a time mutually agreed with the Site Manager (term time only contracts).

Cleaners are expected to maintain high standards of cleanliness and tidiness throughout their areas of responsibility. Any maintenance issues should be reported in a timely manner.

This description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exhaustive definition. It may be subject to modification and the post holder may be required to undertake additional duties as required by the Headteacher

#### **Signed and agreed:**

**Name:**

**Date:**



**Person Specification**

<b>Post Title:</b>	<b>Cleaning</b>
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	<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
1.	No specific educational qualifications are required		
	<b>Experience</b>		
1.	Experience of general cleaning activities		√
	<b>Knowledge &amp; Skills</b>		
1.	Able to undertake a range of manual cleaning activities	√	
2.	Ability to maintain high standards of cleanliness in accordance with specified rotas	√	
3.	Ability to work in an organised and methodical manner	√	
4.	Ability to able to use own initiative	√	
5.	Ability to work effectively and supportively as a member of the school team	√	
6.	Ability to take personal responsibility for standard of work carried out	√	
7.	Knowledge of Health and Safety Issues (General and Control of Substances Hazardous to Health (COSHH)		√
	<b>Personal Attributes</b>		
1.	Clean and smart appearance	√	
2.	Flexibility, enthusiasm and commitment	√	
3.	Honesty, Integrity, Trustworthy and Reliable	√	
4.	Suitable to work within an educational setting	√	
5.	An excellent attendance record	√	
	<b>Other</b>		
1.	Willingness to work flexible hours on occasions	√	
2.	Willingness to maintain confidentiality on all school matters	√	
3.	Willing to undertake training course that are relevant to the duties of the post or are required for Health and Safety reasons	√	