



SHEERNESS WEST FEDERATION

JOB DESCRIPTION

JOB TITLE:	CLEANER
REPORTING TO:	SITE MANAGER/CLEANER IN CHARGE
GRADE:	KR3
HOURS/WEEKS:	10 HOURS PER WEEK / 52 WEEKS PER YEAR
SITE:	WEST MINSTER PRIMARY SCHOOL

JOB SUMMARY

Clean and maintain areas of the establishment, under the direction of a senior member of staff to ensure they are kept clean and tidy.

MAIN DUTIES AND RESPONSIBILITIES

- Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors, emptying bins, etc. To ensure high standards of cleanliness and hygiene at all times.
- Maintain clean toilets to ensure hygiene standards are met.
- Ensure outside grounds are kept free from rubbish and debris so a clean and tidy appearance is maintained.
- Replenish hand towels and toilet rolls; ensure the establishments needs are met.
- Report any defects to a senior member of staff to ensure health and safety procedures are followed and to enable repairs to be carried out.
- Undertake, during holiday periods, a complete 'spring' clean of all areas including window cleaning, moving furniture to clean behind it, skirting boards, varnishing wooden floors, etc., to ensure all areas are clean and fresh.

SKILLS SUMMARY

Technical Skills and Qualification <ul style="list-style-type: none">• Day to day operational maintenance of plant and equipment, e.g. Topping up fluids (oil, petrol, diesel, cleaning fluid, etc), shelf stacking, etc• Knowledge that is usually acquired based on “on the job training”, but often requiring some attendance of formal courses e.g. certificate in First Aid, safe operation of equipment, etc.
Operational Knowledge <ul style="list-style-type: none">• Knowledge of own job• Knowledge of all procedures in own job• Knowledge of all common practices associated with own job
Planning and Organising <ul style="list-style-type: none">• Knows, understands and is able to apply the work routines in the job• Able to work within set routines• Knows where to find work instructions and documents (e.g. job sheets, health and safety guidance)• Able to complete basic time and job sheets or other basic forms required for the job• Able to recognise problems and report to supervisor
Working with People <ul style="list-style-type: none">• Understands the requirement for working with others and in teams• Able to form effective working relationships needed for the job• Able to deal with others courteously and in an acceptable manner
Communication <ul style="list-style-type: none">• Able to communicate factual information politely and courteously• Has everyday spoken skills e.g. telephone and face-to-face conversations• Has basic written and numeric skills appropriate to the job• Able to listen, observe and report information to a supervisor• Able to communicate with others in an acceptable and appropriate manner, e.g. practice, tact, humour, sensitivity, understanding, firmness• Understands and applies confidentiality relevant to the client group, job and workplace
Money Skills <ul style="list-style-type: none">• None applicable
Health & Safety <ul style="list-style-type: none">• Understands and able to apply Health and Safety procedures relevant to the job such as:<ul style="list-style-type: none">❖ Manual Handling❖ Safe use of machinery and/or equipment❖ COSHH❖ First Aid and Hygiene Practice❖ Lone working procedures and responsibilities• Able to recognise and to deal with emergency situations
Equality <ul style="list-style-type: none">• Understands equal opportunities• Deals with all clients and work colleagues fairly regardless of race, colour, sex, disability, age or religious belief under guidance from Line Manager