

Five Acre Wood School Cleaner

Hours: 20 hours per week, 6.00am – 8.00am and 4.00pm – 6.00pm, Monday to Friday, term time only.

Reports to: Facilities Manager (Snodland Satellite)

Pay grade: KR3

Job Description

Purpose of Job:

Clean and maintain areas of the school in a timely manner, under the direction of the Headteacher, to uphold high standards of cleanliness and hygiene throughout.

Main Duties and Responsibilities

- To provide a comprehensive cleaning service to ensure a high standard of
- Maintain cleanliness and hygiene at all times across the whole site
- Maintain clean hygiene standards in toilets
- Replenish toilet roles and other items as required
- Undertake deep cleaning, as directed by the site team/SLT
- Empty bins round site every day
- Hover floor areas every day
- Clean and mop hard floor areas every day/as needed
- Clean tables every day
- Clean whole kitchen areas every day
- Clean internal glass vision panels as needed
- Wash walls and hard surfaces as needed
- Clean the whole toilets areas every day
- Dusting round whole site low level to high level e.g. skirting's to ceilings as needed
- Top up toilet rolls/hand wash/washing up liquid/ blue roll holders etc.
- Report any issues to site team or SLT

Expected Standards

- Ensure the maintenance of a clean, orderly and safe working environment.
- Keep abreast of whole school communication, check own emails.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
- Undertake training and attend relevant meetings (within contracted hours) as required to ensure own professional development. Attend training outside of contracted hours with advanced notice and negotiation.
- Arrive at school in time to be appropriately prepared for the start of working hours.
- Be aware of their responsibilities for Health and Safety of themselves and others.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality reporting all concerns to an appropriate person to ensure the pupils well-being.
- Promote positive behaviour effectively and constantly to raise self-esteem.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
QUALIFICATIONS /TRAINING		<ul style="list-style-type: none"> GCSE level C or above in English and Maths
EXPERIENCE	<ul style="list-style-type: none"> Previous experience of cleaning to a high standard Previous experience of working with cleaning machinery and chemicals 	<ul style="list-style-type: none"> Previous cleaning experience in an education setting
KNOWLEDGE		<ul style="list-style-type: none"> Knowledge of basic health and safety rules and regulations including manual handling
SKILLS/ABILITIES	<ul style="list-style-type: none"> Work effectively and proactively independently and as part of a team Good organisational skills Able to communicate clearly, understand and follow instructions Understands and able to apply health and safety procedures relevant to the job such as safe use of machinery and/or equipment. COSHH Knowledge of cleaning chemicals, proper storage and disposal methods Excellent communication 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> Have a 'can do' approach Share the FAW vision: pupils come first Have excellent time keeping and attendance Have the ability to see others points of views/opinions Flexibility Maintain high standards of ethics and behaviour in and out of school Committed, energetic and enthusiastic Be able to reflect on issues and performance Confidentiality To be committed to the school's policies and ethos Attention to detail 	