



Egerton Church of England Primary School

Together, we inspire, nurture and thrive.

Job Description – Cleaner

Purpose of the Job:

To work under the direction of the School Business Manager to ensure effective and comprehensive cleaning of the school is completed, to maintain a high standard of cleanliness within the school at the end of each day.

Key Duties and Responsibilities:

- 1) Undertake comprehensive cleaning duties in allocated areas (including classrooms, toilets, offices and other areas within the school), in line with specified standards; to include dusting, vacuuming, mopping floors, cleaning tables etc. as directed.
- 2) Operate / use domestic and industrial cleaning equipment and materials, following appropriate training.
- 3) Store allocated equipment and materials safely and securely.
- 4) Maintain clean toilets to ensure hygiene standards are met.
- 5) Perform duties in line with health and safety regulations (COSHH) and procedures and take action where hazards are identified, report all defects/hazards to Caretaker or SBM immediately.
- 6) Collect and dispose of waste.
- 7) Refill and replace soap, towels and other materials when required.
- 8) Undertake, during school holidays 'deep' cleaning of all areas not exclusive of, but to include window cleaning, moving furniture to clean, skirting boards etc. to ensure all areas are clean and fresh.
- 9) To have regard for any specific risk assessments relating to health and safety requirements for cleaning, e.g. COVID 19. To follow guidance in these risk assessments as directed.
- 10) Undertake any necessary training as requested.
- 11) Any other reasonable task the SBM or Caretaker directs you to undertake.

Person Specification: Cleaner

The following outlines the criteria for this post.

Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA	
QUALIFICATIONS	<ul style="list-style-type: none"> You will not need specific qualifications. Recent school leavers will have evidence of basic educational achievements or qualifications. 	
EXPERIENCE	<ul style="list-style-type: none"> Previous cleaning experience an advantage (vacuuming, dusting, mopping etc) 	
SKILLS AND ABILITIES & KNOWLEDGE	<p style="text-align: center;"><u>Essential</u></p> <ul style="list-style-type: none"> Has everyday spoken skills e.g. face-to-face conversations Ability to work on own initiative and as part of a team Reliable and trustworthy Ability to establish and maintain good relationships with all members of the school community Physically fit to undertake all aspects of the job Willingness to undertake any necessary training 	<p style="text-align: center;"><u>Desirable</u></p> <ul style="list-style-type: none"> Knowledge of health and safety procedures in the school Knowledge of safeguarding/child protection procedures in the school

Signed:

Date:.....