



JOB DESCRIPTION FOR CLEANER

Date	May 2023
School	St Margaret's-at-Cliffe Primary School
Post held	Cleaner
Salary scheme	Kent Range 3 £21,293 pro rata
Hours of Work	3.30pm – 5.45pm daily (11.15 hours per week Term Time only)

DAILY DUTIES:

- Empty and reload dishwasher in staffroom and clean sink.
- Clean all toilets, sinks and water fountains.
- Sweep cloakroom floors.
- Vacuum carpets.
- Sweep and mop all toilet floors.
- Re-fill paper towels, toilet rolls and soap dispensers in all toilets.
- Vacuum all carpeted areas in entrance and corridor.
- Clean classroom tables.
- Dust surfaces & computers.

TWICE WEEKLY:

- Vacuum offices and staffroom.

WEEKLY:

- Use feather duster to remove cobwebs in entrance, corridor and toilets.
- Using polish and dustcloth, dust book cases in entrance corridor.
- Clean and polish staffroom and offices.



PERSON SPECIFICATION FOR CLEANER

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.**

Requirements:

- Ability to use a wide range of cleaning equipment and to follow the School's cleaning guidelines.
- Willing to carry out all reasonable cleaning tasks as directed by the Senior Management Team, Business Manager or Caretaker.
- Willing to work as part of a team, but also prepared to undertake tasks independently.
- Willing and able to follow health and safety guidelines and training.
- Have a flexible approach and willing to use own initiative.
- Be punctual and reliable.
- Be aware of the importance of confidentiality & safeguarding procedures.
- Able to lift/move equipment.
- Able to communicate effectively both verbally and in writing where necessary.