



# CLEANER

## SCHOOL OF SCIENCE AND TECHNOLOGY MAIDSTONE

JOB DESCRIPTION	
<b>Job Title</b>	Cleaner
<b>Grade</b>	VIAT Living Wage
<b>School / Department</b>	SST Maidstone
<b>Base</b>	SST Maidstone
<b>Hours</b>	3 hours per day (3.30pm – 6.30pm, Monday to Friday), 52 weeks per year
<b>Reports to</b>	Site Manager
<b>Accountable to</b>	Headteacher

### Job Summary

We are looking to appoint a reliable and detail-oriented School Cleaner to join our friendly site team to maintain a clean, safe, and hygienic environment for students, staff, and visitors. Working under the direction of the Site Manager, the successful candidate will be responsible for cleaning classrooms, corridors, toilets, offices, and other school facilities in line with health and safety regulations.

### Key Working Relationships

- Headteacher;
- Site Manager;
- Building and Estates Director;
- Premises team members;
- Safeguarding and health and safety leads.

### Key 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.
- Replenish hand towels and toilet rolls as required.
- Ensure health and safety procedures are followed and report any concerns and/or defects to the Assistant Site Manager.
- Attend in-house training courses as required
- Undertake the mechanical cleaning and polishing of hard floor areas as required
- Undertake deep cleaning, as directed by the Site Manager, to include window cleaning, moving furniture to clean behind it, skirting boards, walls, floors, tables, chairs and other furniture etc, to ensure all areas are clean and fresh.
- Undertake locking up duties in the event of an emergency

### Safeguarding

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

### Equality and diversity

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

## Statement

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION		
AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Not Required</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Able to communicate clearly, understand and follow instructions.</li> <li>• Experience of undertaking general cleaning duties</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to carry out general cleaning duties as detailed in the Job Description.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to handle heavy equipment and machinery used in cleaning</li> <li>• Knowledge of cleaning chemicals, proper storage and disposal methods</li> <li>• Ability to follow instructions, but also use own initiative when required.</li> <li>• Understands the principles regarding the safeguarding of children and adheres to school policy.</li> <li>• Excellent communication skills and the ability to work as a team.</li> </ul>	
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Punctual and reliable.</li> <li>• Honest and demonstrates integrity.</li> <li>• Able to work with minimum supervision.</li> <li>• Ability to work alone and within a team.</li> <li>• Flexible.</li> <li>• Takes pride in a job well done.</li> <li>• Pays attention to detail.</li> <li>• Respects and values the opinions and backgrounds of others.</li> <li>• To undertake any training relevant to your role.</li> <li>• Must be in good health.</li> </ul>	