



## SCHOOL CLEANER

VALLEY INVICTA PRIMARY SCHOOL AT HOLBOROUGH  
LAKES

JOB DESCRIPTION	
<b>Job Title</b>	Cleaner
<b>Grade</b>	VIAT Living Wage
<b>School / Department</b>	Holborough Lakes
<b>Base</b>	Holborough Lakes
<b>Hours</b>	5 hours per week
<b>Reports to</b>	Site Manager
<b>Accountable to</b>	Head teacher

## Job Summary

As a School Cleaner, you will play a vital role in ensuring the cleanliness and hygiene of our school facilities, creating a safe and welcoming environment for students, staff and visitors. Your responsibilities will include sweeping, mopping vacuuming and disinfecting various areas of the school, including classrooms, hallways, toilets and offices. Attention to detail and adherence to safety protocols are essential as you maintain high standards of cleanliness through the school premises. The ideal candidate will be reliable, hardworking and committed to promoting a positive school environment through their cleaning efforts. If you have a passion for cleanliness and take pride in your work, we encourage you to apply for the School Cleaner position and become an integral part of our school community.

## Key Working Relationships

- The Cleaning Team
- Site Manager and their Team
- Estates Manager

## Key Responsibilities

- Sweeping, mopping and vacuuming floors in classrooms, hallways, offices, toilets and other areas as assigned.
- Dusting and wiping down surfaces, including desks, chairs, windowsill and countertops.
- Emptying and cleaning waste bins and recycling containers.
- Cleaning and disinfecting toilets, sinks and mirrors.
- Refilling soap, paper towels and toilet paper.
- Spot cleaning walls, doors and other surfaces, as needed.
- Monitoring and replenishing cleaning supplies and reporting any shortages to the Site Manager.
- Following proper safety procedures and using personal protective equipment (PPE), as required.
- Assisting with special cleaning projects and events, as directed by the Site Manager.
- Adhering to all school policies and procedures related to cleanliness, hygiene and safety.

## Person Specification

To excel in this role, you should possess the following qualifications and qualities:

- Prior experience within a cleaning role is preferred but not required. Training will be provided.
- The ability to pay close attention to detail and maintain high standards of cleanliness throughout the school facilities.
- Punctuality and reliability are essential for this role. You should be able to consistently report to work on time and complete assigned tasks in a timely manner.

- The ability to perform physical tasks, including bending, kneeling, lifting and carrying cleaning supplies and equipment.
- Willingness to work collaboratively with other members of the cleaning team and other school staff.
- Effective and verbal communication skills to interact with supervisors, colleagues and school staff, in a professional manner.
- Flexibility to adapt to changing priorities and work in a fast-paced environment.
- Knowledge of basic safety procedures and the ability to follow safety guidelines to prevent accidents and injuries.
- Dedication to maintaining a clean, safe and healthy environment for students, staff and visitors.

### **We are looking for someone who:**

- Has highly standards regarding cleanliness and hygiene;
- Has attention to detail and adheres to safety protocols;
- Has excellent communication skills and enjoys working within a like-minded team;
- Ideally, has previous experience working in a school environment, although this is not essential.

If you meet these qualifications and are passionate about creating a clean and welcoming school environment, we encourage you to apply for the School Cleaner position at Invicta.

### **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.

An enhanced DBS check will also be undertaken.