

St Nicholas CEVC Primary School

Cleaner

 Job Description

|  |  |
| --- | --- |
| Job title | Cleaner |
| Reports to | Business Manager |
| Hours of work | Mon-Fri 3pm-6pm |
| Salary | FTE £24,027 £12.45p/h |
|  |
| General duties· To follow the daily and weekly cleaning schedules.· To carry out periodic deep clean.· To report any damage/defects in relation to school premises/property to Line Manager immediately.· To use machinery as required following relevant training.· To adhere to all Health and Safety and COSHH regulations in relation to duties and to attend training when required.· To keep cleaning cupboards clean, tidy and locked.· To maintain adequate stock levels in cleaning cupboards.· To advise Line Manager of any low stock in the cleaning cupboards· To keep all equipment in a clean and orderly fashion and to notify Line Manager of any breakdown/damage.· To assist Caretakers in preparation for setting up for lettings or school events.· To assist in areas where a cleaner is absent as directed by the Line Manager.· To ensure all raw materials used are correctly labelled.· To assist Line Manager with stock checks as and when required.· To assist with any other duties as expected of the job post.This job description will be reviewed annually as part of the support staff performance management cycle. |
|  |
| **Supporting the school*** Contribute to the ethos, Christian values and aims of the school.
* Comply with all relevant legislation and school policies, including those relating to safeguarding, health and safety and data protection.
 |
|  |
| **Professional development*** Participate in training and other professional development as required.

Provide the school with feedback on any training or professional development undertaken.  |

**Cleaner person specification**

|  |
| --- |
| **Qualifications and training** |
| **Essential** | **Desirable** |
| * Evidence of basic educational achievements or qualifications
 | * First aid training.
* Safeguarding training.
 |
| **Skills and experience** |
| **Essential** | **Desirable** |
| * Previous cleaning experience in an office or commercial setting. Excellent communication skills.
* Effective problem-solving skills.
* The ability to remain calm under pressure.
* The ability to be proactive in
* Use of a range of basic cleaning equipment, etc.
* Able to communicate factual information politely and courteously.
 | * Good organisational skills and time management.
* Able to recognise and to deal with emergency situations.
 |
| **Knowledge** |
| **Essential** | **Desirable** |
| * Understands and able to apply Health and Safety procedures relevant to the job such as: • Manual handling • safe use of machinery and / or equipment. COSHH • First Aid and Hygiene Practice. seeking solutions.
 | * Knowledge of relevant school policies.
 |
| **Personal traits** |
| **The successful candidate will be** |
| * Able to work independently but also as part of a team.
* Dedicated to their practice.
* Punctual and professional.
 |
| **Additional requirements** |
| **The successful candidate will have** |
| * The capacity to work flexibly.
* An enhanced DBS check.
* Available references from a previous employer or organisation.
 |