[](https://www.google.com/url?sa=i&url=http://www.st-nicholas.medway.sch.uk/&psig=AOvVaw1CANNihYoJNFQnUb7NJeRt&ust=1610706884716000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCICF0O-cm-4CFQAAAAAdAAAAABAE)

St Nicholas CEVC Primary School

Cleaner

Job Description

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| Job title | Cleaner |
| Reports to | Business Manager |
| Hours of work | Mon-Fri 3pm-6pm |
| Salary | FTE £24,027 £12.45p/h |
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| 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. | |
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| **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. | |
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| **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**

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| **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. | |