



Job Description

SEND School Part Time Cleaner/Housekeeper

The Elmley Dray School are dedicated to appointing the best possible candidates.

The successful candidate for this position will have the ability to motivate and inspire those that they work with, break through the barriers of expectations and harness all opportunities to create a climate of success and achievement for all.

As a SEND School Cleaner/Housekeeper your duties and responsibilities will include:

- General Cleaning: Dusting, vacuuming, washing/mopping floors, and emptying bins in classrooms, offices, corridors, and communal areas.
- Hygiene Maintenance: Deep cleaning and sanitising toilets, washrooms, and replenishing stocks (soap, towels, toilet rolls).
- Cleaning Kitchen area following Food Technology lessons, emptying bins/food waste.
- Washing towels, tea towels and blankets.
- Cleaning sensory toys.
- Ensuring the cleaning cupboard is sufficiently stocked with cleaning supplies.
- Organising staff rooms to ensure they are tidy.
- Safety Compliance: Adhering to COSHH (Control of Substances Hazardous to Health) regulations and health and safety, fire, and safeguarding policies.
- Commitment to safeguarding and prioritising the welfare of children and young people.

	A I R	Essential	Desirable
Experience			
Previous cleaning experience		✓	
Knowledge and Skills			
Basic understanding of housekeeping and kitchen hygiene.		✓	
Work well as part of a team.		✓	
Effective communication skills and good interpersonal skills.		✓	
An awareness of safeguarding and child protection procedures within a school.			✓
Personal Attributes			
Patient, approachable, and empathetic.		✓	
Respectful of confidentiality and discretion.		✓	
Reliable, punctual, and well-organised.		✓	
A commitment to inclusion, equality, and promoting the welfare of all students.		✓	
Reliable, good time management.		✓	