



GUSTON CHURCH OF ENGLAND PRIMARY SCHOOL

JOB TITLE: Cleaner

GRADE: Kent Scheme A

RESPONSIBLE TO: Office Manager/ Site Manager

PROFESSIONAL RESPONSIBILITIES

Purpose of the Job:

To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.

Key duties and responsibilities:

1. Undertake cleaning of allocated areas in line with specified standards and as directed
2. Operate / use domestic and industrial cleaning equipment and materials, following appropriate training
3. Store allocated equipment and materials safely and securely
4. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
5. Collect and dispose of waste
6. Refill and replace soap, towels and other materials

Individuals in this role may also undertake some or all of the following:

1. Undertake specialised cleaning programmes during school closures or other designated periods.

PERSONAL SKILLS AND ATTRIBUTES

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• You will not need previous specific experience or qualifications. Recent school leavers will have evidence of basic educational achievements or qualifications.
EXPERIENCE	<ul style="list-style-type: none">• Previous cleaning experience an advantage
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Use of a range of basic cleaning equipment, etc.• Use of basic gardening equipment and tools.• Able to communicate factual information politely and courteously.• Has everyday spoken skills e.g. face-to-face conversations.• Able to listen, observe and report information to supervisor.• Use of basic equipment or machinery.• Willingness to undertake further CPD relevant to the post
KNOWLEDGE	<ul style="list-style-type: none">• Understands and able to apply Health and Safety procedures relevant to the job such as:<ul style="list-style-type: none">○ Manual handling.○ Safe use of machinery and/or equipment.○ COSHH.○ First Aid and Hygiene Practice.○ Lone working procedures and responsibilities.• Able to recognise and to deal with emergency situations.

I understand and accept the terms of this Job Description

Signed:..... Date:.....