

## **Job Description**

<b>Job Title :</b>	Cleaner
<b>Hours per week :</b>	16
<b>Normal working hours:</b>	3.30pm – 6.45pm Monday to Thursday and 3.30pm – 6.30pm Friday, 52 weeks per year. This may be subject to change depending on the requirements of the school.
<b>Holiday entitlement:</b>	25 days annual leave (rising to 28 days after 5 years continuous service). All annual leave must be taken during the school holiday periods, although annual leave may not be taken during the last 2 weeks of the summer holidays).
<b>Salary:</b>	Kent Range 2 – £9.00 per hour
<b>Responsible to :</b>	Cleaner Supervisor

### **Key Responsibilities :**

- Provide a comprehensive cleaning service of all allocated areas in line with specified standards and as directed. This will include dusting, vacuuming, washing floors, emptying bins etc to ensure high standards of cleanliness and hygiene at all times. The will therefore require the operation/ use of both domestic and industrial cleaning equipment and materials, following appropriate training.
- Maintain clean toilets to ensure hygiene standards are met, refilling and replacing any soap, towels and other materials as required.
- Undertake during school closures or other designated periods a specialised cleaning programme or “deep clean” of all specified areas to ensure all areas are clean and fresh. This will involve undertaking both high and low level cleans within each area.
- Store allocated equipment and materials securely and safely.
- Perform duties in line with health & safety regulations (COSHH – Control of Substances Hazardous to Health) and take action where hazards are identified, reporting any serious hazards or defects to your line manager immediately to ensure health and safety procedures are followed and to enable repairs to be carried out.
- Collect and dispose of waste.

**Person Specification :**

- Effective communication and interpersonal skills with both adults and children
- Ability to work under pressure and use own initiative
- Self motivated and able to work with minimum supervision
- Understands the requirement for working with others and in a team
- Able to form effective working relationships needed for the job
- Has basic written and numerical skills appropriate to the job

This job description is not designed to be an exhaustive list of duties and responsibilities, but represents the current key areas of work. There will be additional duties and responsibilities explicit in the role. The content of this post will be reviewed in consultation with the post holder when necessary.