



Cleaner Job Description & Person Specification

EASTCHURCH PRIMARY SCHOOL

Grade: Kent Range 2

Responsible to: School Business Manager

Primary Purpose of the role

- Clean and maintain areas of the school in a timely manner, under the direction of the Site Manager, to uphold high standards of cleanliness and hygiene throughout.
- To work with the Headteacher in creating, inspiring and embodying the Christian ethos and Culture of this Church school, securing its Mission Statement and ensuring an environment for teaching and learning that empowers pupils to achieve their highest potential.

Key Duties and Responsibilities

- Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors, emptying bins, cleaning sinks and other similar tasks to ensure high standards of cleanliness and hygiene at all times.
- Replenish hand towels, toilet rolls and soap to ensure areas are clean, neat and tidy.
- Maintain clean toilets to ensure hygiene standards are met
- Clean any equipment in work areas including computers and other IT equipment
- Undertake specialised cleaning programmes during holiday periods. Complete a deep clean of all areas, including window cleaning, moving furniture to clean behind it, skirting boards, washing and polishing floors, cleaning carpets and rugs, machine scrubbing non-slip flooring. to ensure all areas and surfaces are fresh and clean
- Follow school policies and protocols at all times
- Work effectively with the others in the team
- Perform allocated duties in line with health and safety regulations, including
 - Follow school Health & Safety policies and guidelines, ensuring that cleaning is carried out in a safe manner and any risks and/or hazards are reported appropriately;
 - When using chemicals or other hazardous substances, perform duties in line with COSHH regulations;
 - Operate domestic and industrial cleaning equipment in a safe way
 - Report any defects to the Premises Manager to enable repairs to be carried out
 - First Aid and Hygiene Practice
 - Lone working procedures and responsibilities
 - Manual handling
- Act as a role model adopting personal standards of behaviour with staff, pupils, parents and

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the wider community.

- Adhere to school policies and any school-specific procedures / rules that apply to this role.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

To undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the School Business Manager or Headteacher.

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Person Specification

| | Essential | Desirable |
|--------------------|---|--|
| Qualifications | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • Current First Aid Qualification |
| Experience | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • Previous cleaning experience in an education setting • Previous experience of working with cleaning machinery and chemicals |
| Knowledge & Skills | <ul style="list-style-type: none"> • An understanding of safeguarding, promoting the welfare of children and recognising the importance of ensuring a secure and safe environment for pupils • Evidence of successful team working • Good communication skills • Excellent time keeping and attendance • Ability to work independently and as part of a team • Ability to work under pressure and to meet deadlines • Experience of using cleaning machinery safely • Ability to undertake flexible working patterns including evenings and weekends • A flexible and adaptable approach to work | <ul style="list-style-type: none"> • A knowledge of basic health and safety rules and regulations |
| Personal Qualities | <ul style="list-style-type: none"> • Warmth, enthusiasm, commitment, energy and determination to inspire others to achieve high standards • Ability to observe the boundaries of the role and respect confidential information • Good organisational and interpersonal skills • Ability to work positively and sensitively with children, parents and other stakeholders • Ability to work constructively as part of a team to develop good personal relationships, with a “can do” attitude • Friendly nature with a tactful, professional and flexible approach reflecting the school values | <ul style="list-style-type: none"> • A good sense of humour |