



BLEAN PRIMARY SCHOOL - CLEANER

Job Title: Cleaner

Reports to: Site Manager

Grade: KR3 £18425 pro-rota

Job Description

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. Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors, emptying bins, cleaning toilets, etc. to ensure high standards of cleanliness and hygiene at all times.
3. Operate / use domestic and industrial cleaning equipment and materials, following appropriate training.
4. Store allocated equipment and materials safely and securely.
5. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
6. Comply with Health & Safety, Fire Regulations and other school policies.
7. Collect and dispose of waste.
8. 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.
2. Undertake, during holiday periods, a complete 'spring' clean of all areas including window cleaning, moving furniture to clean behind it, skirting boards, varnishing wooden floors, etc., to ensure all areas are clean and fresh.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification

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

	CRITERIA
QUALIFICATIONS	You will not need previous specific experience or qualifications. Recent school leavers will have evidence of basic educational achievements or qualifications.
EXPERIENCE	Previous cleaning experience an advantage.
SKILLS AND ABILITIES	Use of a range of basic cleaning equipment, etc. 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.
KNOWLEDGE	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.