

**JOB DESCRIPTION  
SCHOOL CLEANER**

**JOB PURPOSE**

- To undertake individually or as a member of the team, the cleaning of any designated areas to the highest possible standard.
- To undertake all cleaning duties including washing, sweeping, vacuuming, emptying of litter bins, dusting and polishing of the designated areas including toilets, showers, fixtures and fittings and inner glass.

**MAIN DUTIES AND RESPONSIBILITIES**

- To comply with Health and Safety regulations and adhere to instructions contained in risk assessments.
- To clean parts of the school site as directed by the Cleaning Supervisor or Site Manager.
- To vacuum carpeted areas, wash floors and sweep uncarpeted areas.
- To empty and clean bins, placing all rubbish in sacks and taking them to the designated area.
- To spot clean spillages.
- To clean desks, seats and skirting boards.
- To clean toilet areas and replenish toiletries.
- To clean doors and internal glass.
- To report any graffiti, defects or hazards immediately to the Site Manager.
- To keep storage areas clean and tidy and make sure all materials and equipment are stored in a safe manner.
- To check stock levels of cleaning materials and inform the Site Manager accordingly.
- To carry out deep-cleaning during school holiday periods according to a detailed schedule of work including chairs, tables floors, walls, radiators, stairwells and internal glass.
- To ensure that any tools or light powered equipment and machinery supplied for use are kept in good condition and stored securely in the designated areas.
- To ensure the correct use of materials and equipment in accordance with the manufacturer's instructions and recommendations.
- To notify the Site Manager of any mechanical failure of equipment or equipment unsafe for use.
- To advise the Site Manager of any factors that are likely to adversely affect work schedules.
- To cover for absent colleagues and undertake any other reasonable cleaning task as requested by the Site Manager or Head of Operations.
- To read, understand and adhere to the Trust's policies relating to equal opportunities, health and safety, safeguarding and child protection.
- To be line managed by the Site Manager.

*The Heathland Whitefriars Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a Disclosure Barring Service check.*

## Person Specification – Cleaner: G1

*Responsible to:* Site Manager

The successful applicant will demonstrate the following experience, skills and characteristics:	Essential / Desirable	Application Form / Supporting Statement	Interview	References
<b>Experience:</b>				
<ul style="list-style-type: none"> <li>Experience in cleaning large areas</li> </ul>	<b>D</b>	✓	✓	✓
<ul style="list-style-type: none"> <li>Ability to demonstrable history of taking real pride in the working environment</li> </ul>	<b>D</b>		✓	✓
<ul style="list-style-type: none"> <li>High standards of cleanliness, tidiness and organisation</li> </ul>	<b>E</b>	✓	✓	
<b>Qualifications / Training:</b>				
<ul style="list-style-type: none"> <li>Ability to recognise and safely store resources and hazardous materials</li> </ul>	<b>D</b>	✓	✓	
<ul style="list-style-type: none"> <li>Awareness of health and safety procedures related to school premises</li> </ul>	<b>D</b>	✓	✓	
<b>Knowledge / Skills:</b>				
<ul style="list-style-type: none"> <li>Good interpersonal skills</li> </ul>	<b>E</b>	✓	✓	
<ul style="list-style-type: none"> <li>Good spoken English</li> </ul>	<b>D</b>		✓	
<ul style="list-style-type: none"> <li>A reasonable level of fitness</li> </ul>	<b>E</b>	✓	✓	
<ul style="list-style-type: none"> <li>Ability to manage time effectively</li> </ul>	<b>E</b>	✓	✓	
<ul style="list-style-type: none"> <li>Ability to work both alone and in a team</li> </ul>	<b>E</b>	✓	✓	
<ul style="list-style-type: none"> <li>Agreeable to training on cleaning machinery</li> </ul>	<b>E</b>	✓	✓	
<b>Personal Characteristics:</b>				
<ul style="list-style-type: none"> <li>To be punctual, reliable, and trustworthy</li> </ul>	<b>E</b>	✓	✓	✓
<ul style="list-style-type: none"> <li>To have the ability to work productively as part of a team of professionals</li> </ul>	<b>E</b>	✓	✓	
<ul style="list-style-type: none"> <li>To have an awareness of and a commitment to equal opportunities</li> </ul>	<b>E</b>	✓	✓	
<ul style="list-style-type: none"> <li>To have a commitment to safeguarding &amp; promoting the welfare of children, young people and adults</li> </ul>	<b>E</b>	✓	✓	

Applicants who fail to adequately address relevant criteria in their application form and supporting statement will not be considered.