

Job Profile



Post	School Cleaner
Salary	NJC 1-2
Hours	TBC
Weeks	41 working weeks (term time + 2 weeks during school holiday periods)

Job Purpose

Responsible, under the direction of the Cleaning Supervisor or such other Officer as may be designated by the School individually or as part of a team to undertake the cleaning of the premises to ensure that they are kept in a clean and hygienic condition.

Main Duties

1. Cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas, (which may include toilets and shower areas), and fixtures and fittings, using where appropriate, powered equipment.
2. The movement of items of furniture.
3. To prepare and clean rooms for meetings. To ensure cloakrooms are stocked with soap, paper towels etc.
4. To assist with any organisation and completion of major periodic activities and to undertake any emergency cleaning required e.g. accidents.
5. To operate cleaning machinery and other equipment appropriately and in a safe manner. To monitor cleaning equipment, ensuring its proper upkeep and to report any defects or concerns to the cleaning supervisor.

Duties may vary between terms and closure periods.

NB The School reserves the right to vary the areas to be cleaned. i.e. No guarantee can be made that a cleaner will work on the same area indefinitely.

Supervision and Management

The jobholder does not have regular responsibility for supervising other staff

Resources

The jobholder is required to use school equipment and consumables. These should be used in accordance with instructions given by the Cleaning Supervisor.

Working Environment

The job involves lifting, pulling and stretching. Most of the work is undertaken indoors; however, the jobholder may also be required to undertake activities outside, in the school grounds. The jobholder will encounter members of the public, visitors to the school, contract staff, students etc. during the course of their duties.

Other Duties

The jobholder may be required to perform duties other than those given in the job description. Particular duties and responsibilities may vary from time to time without changing the overall level of responsibility. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Person Specification

PREMISES STAFF – SCHOOL CLEANER		
	Essential	Desirable
Qualifications	N/A	First Aid Qualification Safeguarding Training Maths & English GCSE
Knowledge and Experience	Experience of undertaking a range of cleaning duties.	Experience of working in a school
Personal Qualities	Good communication skills Ability to work as part of a team A calm and professional approach A good sense of humour Methodical and organised working methods Smart appearance	Ability to act on own initiative, dealing with unexpected problems