

School Cleaner

Post Title:	School Cleaner
Grade:	Bexley 02 (points 1-4)
WTE:	12.5 hrs per week in term time, 9 hrs in Easter Holidays, 24 hrs in Summer Holidays
Responsible to:	Site Manager
Location:	Primarily based at St Paulinus CE Primary School

JOB DESCRIPTION

The School cleaner will work as part of a team to perform a variety of regular and one-off cleaning tasks and duties as directed by their line manager.

Main purpose of the job

To provide a high standard of hygiene and cleanliness throughout the School.

Key Responsibilities

- Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards.
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
- Liaise with Supervisor, Site Manager and School Caretakers and other members of staff as required to ensure the cleaning rota operates smoothly around both school events and outside lets.
- Report cleaning supplies requirements and stock levels to the line manager.
- Ensure Health & Safety, quality and general procedure compliance
- Work as part of a team and support other members of the cleaning team to meet standards and school objectives
- Report any Health and Safety issues to the Supervisor, Site Manager and School Caretakers

Generic Requirements

- It is a requirement of all posts within the Trust that Health and Safety requirements are upheld in the performance of all duties.
- All employees of the Trust are required to uphold the Equality and Diversity Policy and the Trust's Code of Conduct
- All staff will ensure the safeguarding of young people by implementing the Safeguarding and any other Child Protection Policies

The job description will be reviewed annually to reflect the plans, growth and development of the Trust.

PERSON SPECIFICATION

The candidate appointed as the School Cleaner will meet the following Person Specification. During the selection process that will be informed by the application, interview and references, the Amadeus Primary Academies Trust will look for evidence of compliance.

Knowledge	Essential	Desirable
Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.	✓	
Knowledge of COSHH and the safe use of chemicals	✓	
Knowledge of cleaning best practices	✓	
Experience		
Experience of undertaking a range of cleaning duties		✓
Vacuuming		✓
Dusting		✓
Mopping		✓
Scrubbing		✓
Buffing		✓
Disposing of waste	✓	
Replenishing consumables		✓
Personal Attributes		
Willingness to clean any area of the school as requested by the supervisor	✓	
Willingness to take personal responsibility for standard of work carried out	✓	
Willingness to participate in further training and development opportunities offered by the school, to further knowledge	✓	
Willingness to maintain confidentiality on all school matters	✓	
Will need to be able to manage some heavy lifting	✓	
Work as part of a team	✓	
Skills		
Ability to effectively and supportively as a member of the school team	✓	
Ability to work in an organised and methodical manner	✓	
Ability to act on own initiative, dealing with nay unexpected problems that arise	✓	
Ability to demonstrate commitment to Equal opportunities	✓	
Being physically capable	✓	
Communication, math and reading	✓	
Customer service and sound judgement	✓	
Efficiency and discretion	✓	
Honesty and integrity	✓	
Motivation and flexibility	✓	

Skills	Essential	Desirable
Respect and professionalism	✓	
Time management and multitasking	✓	
Understanding and following safety rules	✓	
Understanding and carrying out set tasks	✓	
Understanding of health and safety regulations	✓	