

## **JOB DESCRIPTION - SCHOOL CLEANER**

**Reports to:** Site Manager

**Accountable to:** Head of School

**Supervises** Nil

**Grade:** Scale 1

**Main Purpose of the Job:** To provide a service of cleanliness required and expected for St Matthew's CE Primary School. Duties may include working in all types of rooms, including offices, classrooms, ICT suite, halls, corridors, staff areas and toilets and will require a degree of physical fitness.

### **Main Responsibilities and Tasks:**

1. Undertake the cleaning of designated areas to the highest possible standards.
2. The use of cleaning materials as instructed by the Site Manager or appropriate person in charge.
3. To operate cleaning machinery in cleaning soft and hard surfaces, eg. vacuum cleaners and polishers.
4. Duties to include the following:
  - Vacuum cleaning hard and soft floors
  - Spot cleaning of spillages
  - Wiping, polishing and dusting of designated area
  - Emptying and cleaning bins
  - Cleaning toilets including sanitary fittings and surrounds
  - Mopping and spray-cleaning hard floor surfaces
  - Replenishing hygiene supplies in toilets, etc
  - Checking and closing windows, switching off lights after work
  - Such other duties as may be allocated from time to time
  - Defects/hazards must be immediately reported to the Site Manager
5. During periods when the school is closed, deep cleaning is undertaken throughout the school.
6. To work as part of a team and ensure all tasks are completed in the allotted time.
7. To adhere to all school rules, regulations, procedures and policies.
8. To actively participate in any appropriate training.
9. To provide cover in the short-term absence of another team member if time allows.

**PERSON SPECIFICATION  
SCHOOL CLEANER**

	<b>Essential</b>	<b>Desirable</b>
Knowledge and Qualifications	<ul style="list-style-type: none"> <li>❖ Able to communicate clearly and follow instructions.</li> <li>❖ Ability to prioritise work</li> </ul>	<ul style="list-style-type: none"> <li>❖ Good standard of education</li> </ul>
Experience		<ul style="list-style-type: none"> <li>❖ Experience and understanding of cleaning duties.</li> <li>❖ Experience in the use of various cleaning machinery and chemicals</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>❖ Ability to work as an individual and as part of a team</li> <li>❖ The ability to use common sense in the application of cleaning.</li> <li>❖ Ability to understand Health and Safety procedures and to comply with these.</li> <li>❖ Ability to liaise with colleagues</li> <li>❖ Well organized and with a flexible approach to the role</li> <li>❖ Ability to meet the demand of the role ie do light lifting and moving of furniture, cleaning materials and school equipment</li> </ul>	<ul style="list-style-type: none"> <li>❖ Ability to prioritise and organise work</li> <li>❖ Proactive and motivated to see a job done well.</li> <li>❖ Sense of humour</li> </ul>