



Job Description Cleaner

Scale 1: Point 2; £9757 actual salary

Purpose of the job

To provide a service of cleanliness required and expected for Ruislip Gardens Primary School. Duties may include working in all types of rooms, including offices, classrooms, ICT suite, halls, corridors, meeting rooms and toilets and will require a degree of physical fitness.

Reporting to: Site Manager

Main Responsibilities and Tasks:

- Undertake the cleaning duties as designated by the Site Manager.
- The ability and willingness to carry out various cleaning duties including toilets, floor cleaning, interior low-level window cleaning, vacuuming, polishing and sweeping, emptying bins, and any other reasonable requests.
- The ability to work with a minimum of supervision and also to work under pressure.
- To actively participate in the deep cleaning activity that is undertaken during holiday working hours. This will include a more thorough clean of the premises and may include stripping and sealing floors, high level dusting, wall washing, internal window cleaning etc.
- To comply with Health & Safety requirements and to report immediately the Site Manager any unsafe procedures, working practices and unsafe machinery, including any dangerous occurrences, near misses and accidents.
- Work as an individual and as part of a small team.
- Develop positive relationships with colleagues, other staff, pupils and parents.
- To provide cover in the short term absence of another team member.
- To comply with all school rules, regulations, procedures and policies.



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PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
A) Knowledge/ Qualifications		<ul style="list-style-type: none"> • Good standard of education and communication
B) Experience		<ul style="list-style-type: none"> • Experience and understanding of cleaning duties. • Experience in the use of various cleaning machinery and chemicals.
C) Skills/ Abilities	<ul style="list-style-type: none"> • Ability to work as an individual and as part of a team. • The ability to use common sense in the application of cleaning. • Ability to understand Health and Safety procedures and to comply with these. • Ability to liaise with colleagues and line Management. • Ability to communicate in a friendly manner with staff, parents and children. • Flexible approach and well organized in role. • Ability to do light lifting and moving of cleaning materials and school equipment 	<ul style="list-style-type: none"> • Ability to prioritise and organise work. • Proactive and motivated to see a job done well. • Sense of humour