



Bricklehurst
Manor
SCHOOL

Cleaner

Job Description

Reports to: Facilities Manager

This job description sets out the main roles and responsibilities of a Cleaner. You will work as part of the facilities team under the supervision of the Facilities Manager, to deliver a first-class cleaning and janitorial service at Bricklehurst Manor School.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Cleaner will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Facilities Manager, Office Manager, or Headteacher.

Main Duties & Responsibilities:

General

- Working as part of the Site team, carry out daily cleaning and ad-hoc duties
- Clean all surfaces, fixtures and fittings, floors, walls and internal woodwork in accordance with the cleaning schedule
- Clean toilets, changing rooms and other sanitary areas
- Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises
- Collect and dispose of waste in appropriate manner
- Refill and replace consumables
- Maintain and arrange orderly and secure storage of supplies
- Operate everyday equipment in accordance with instructions
- Report faulty equipment and other maintenance requirements using the electronic reporting system

Safeguarding

Safeguarding is everyone's responsibility.

- Complete Safeguarding training and Prevent training

- Attend annual update training on KCSIE
- Report any safeguarding issues to a designated safeguarding lead

Health and Safety

Health & Safety is everyone's responsibility

- Comply with health and safety policies and procedures at all times
- Undertake annual COSHH training and handle all cleaning solutions in accordance with school procedures

Physical Demands

The work requires moderate levels of physical effort. It involves lifting and handling of equipment and other resources.

PERSON SPECIFICATION

Experience

- Experience of working as a cleaning operative maintaining high standards of cleanliness

Skills and Knowledge

- Proven ability to manage your own time effectively, to ensure completion of cleaning duties to a high standard
- Ability to work as part of a team and to be flexible and adaptable to changing situations.

Personal Attributes

- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Committed to the ethos and values of Bricklehurst Manor School
- A commitment to safeguarding and promoting the welfare of children
- Enthusiasm, flexibility, resilience, reliability, friendliness
- Understanding of confidentiality and ability to deal appropriately with sensitive or difficult situations
- Have an excellent punctuality and attendance record