



Crookhey Hall School

Job Description & Person Specification

School Cleaner

Line Manager: Assistant Headteacher

Job Purpose

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

The school cleaner will perform a variety of regular and one-off cleaning tasks and duties as directed by their supervisor/line manager. Crookhey Hall School is a private well-presented, well maintained Specialist School.

Working Time

- Working hours are Monday – Thursday 2.00pm – 5.00pm term time
Friday 1.00pm – 5.00pm term time

Areas of Responsibilities & Key Tasks

- Be responsible for ensuring the cleanliness of all areas 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 the Site Manager and other members of staff as required to ensure the cleaning rota operates smoothly around the school day and any events.
- Maintain cleaning supplies requirements and stock levels
- Ensure Health & Safety, quality and general procedure compliance
- Work to meet standards and school objectives
- Report any Health and Safety issues to the Site Manager and Health and Safety Officer

Pupil Care & Welfare

- Be familiar with and supporting all staff in following the school's safeguarding policy;
- Be aware of, and comply with, current policies and procedures relating to child protection; health & safety; confidentiality and data protection, reporting all concerns to the appropriate person;

Other

- Have a commitment to collaboration and co-operative working where appropriate;
- Engage actively with the annual performance management review process, in accordance with the school's policy;

- Perform any reasonable duties as requested by the Assistant Headteacher or member of the Senior Leadership Team.

Essential

- 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 practises.
- Experience of undertaking a range of cleaning duties such as:
 - Vacuuming
 - Dusting
 - Mopping
 - Scrubbing
 - 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 work 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 any 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
- Respect and professionalism
- Time management and multitasking
- Understanding and following safety rules
- Understanding and carrying out set tasks
- Understanding of health and safety regulations