

**Job Description:** School Cleaner

**Reports to:** Operations Manager, Head of Service, Registered Manager  
The post holder will be expected to liaise with staff across the organisation to ensure a consistency of approach regarding standards, support, transition, and quality of provision.

**Purpose of the job:**

The School Cleaner will perform a variety of regular and one-off cleaning tasks and duties as directed by the Operations Manager

**Main Duties:**

- To dust, damp wipe, wash or polish furniture, ledges, windowsills, external surfaces of: - cupboards, radiators, shelves and fitments
- Empty waste bins or similar receptacles, transporting waste materials to designated collection points
- To replenish consumable items (soap, toilet rolls, paper towels) if required
- To clean toilets, urinals, hand basins and sinks, showers
- Vacuum rugs and carpets and remove stains using brushes and cleaners

**General Responsibilities:**

- Take initiative to perform cleaning and tidying tasks that are not specifically mentioned but require attention as part of maintaining overall high standards
- Be responsible for ensuring the cleanliness of the school and for maintaining high and consistent standards
- Report cleaning supplies requirements and stock levels to the line manager
- Ensure Health & Safety, quality and general procedure compliance
- Work to meet school standards and objectives
- To report any breakages, faulty equipment or Health and Safety issues to the line manager

**Person Specification Knowledge:**

- Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials

**Experience:**

- Experience of undertaking a range of cleaning duties

**Personal Attributes:**

- Willingness to clean any area of the school as requested
- 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

**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

We are committed to safeguarding children and the successful applicant will be required to undertake an enhanced criminal records disclosure check.

**Person Specification**

**Job Title:** School Cleaner

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b><u>Relevant Experience</u></b>		Experience of general cleaning duties	Application form/Interview.
<b><u>Education &amp; Training</u></b>		Attainment of GCSE qualifications or equivalent (level 2 standard of education) to include Maths and English.  Knowledge of Health and Safety Issues (general and Control of Substances Hazardous to Health (COSHH)).	Application form/Interview.
<b><u>Skills and Attributes</u></b>	Able to undertake a range of manual cleaning activities  Ability to use own initiative  Ability to work effectively and supportively as a member of the school team  Ability to take personal responsibility for standard of work carried out  Ability to work in an organised and methodical manner		Application form/ Interview.
<b><u>Any Additional Factors</u></b>	Excellent personal presentation.  Reliable and punctual.  Discreet, confidential & sensitive.  Professional and friendly approach.  Able to work on own initiative.  Enjoys working with young people & children.  Ability to be flexible and motivated and have flexible attitude to working.  Willing to undertake training courses that are relevant to the duties of the post or are required for Health and Safety reasons  Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview.

We are committed to safeguarding children and the successful applicant will be required to undertake an enhanced criminal records disclosure check.