



Job Description

Cleaner – Bransty Primary School

Post Title:	Cleaner
Responsible To:	Headteacher/School Business Manager
Grade:	OP1
Hours:	15 hours per week, Monday-Friday 4:00pm-7:00pm, occasional weekend working, full year

Job Purpose

Under the direction of senior staff: provide a clean and hygienic school environment which meets specified cleaning standards.

Key Tasks

Cleaning

1. Clean all surfaces, fixtures and fittings
2. Clean floors, walls, partitions and internal woodwork as appropriate
3. Clean toilets, changing rooms and other sanitary areas
4. Clean equipment after use
5. Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises

Waste

1. Collect and bag up waste
2. Clean and maintain waste bins

General

1. Replenishment of supplies in toilets
2. Order and arrange purchase of cleaning materials/PPE with the site manager
3. Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
4. Undertake basic record keeping if required
5. Report faulty equipment & rectify other maintenance requirements or defects
6. Ensure lights and other equipment are switched off as appropriate
7. Monitor and record as required
8. Occasional litter picking across the site
9. Maintain and arrange orderly and secure storage of supplies
10. Operate everyday equipment in accordance with instructions
11. Maintain specialist equipment, check for quality and safety and report damage to the site manager
12. Other duties in support of the school as decided by the headteacher/senior staff

Key Responsibilities

1. Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
2. Ensure cleanliness of cleaning equipment, check for quality and safety - reporting any faults to the site manager
3. Ensure safe use by self and others of equipment and materials
4. Create and maintain a clean purposeful, orderly and productive working environment
5. Promote and ensure the health and safety of pupils, staff and visitors and self at all times
6. Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the headteacher
7. Contribute to the overall ethos, work and aims of the school
8. Appreciate and support the role of other professionals
9. Attend relevant meetings as required
10. Participate in training and other learning activities and performance development as required
11. Treat all users of the school with courtesy and consideration
12. Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all

Other duties:

- Any other duties the headteacher/business manager may direct within the conditions of service

PERSON SPECIFICATION

Experience	<ul style="list-style-type: none">• General cleaning work
Qualifications/ Training	<ul style="list-style-type: none">• Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these
Knowledge/ Skills	<ul style="list-style-type: none">• Willingness to use relevant equipment• Ability to relate well to children and adults• Basic first aid knowledge as appropriate• Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards• Willingness to gain knowledge of health and safety procedures and precautions• Willingness to gain awareness of COSHH regulations• Willingness to gain awareness of health and hygiene procedures• Willingness to participate in development and training opportunities• Ability to work on own or as part of a team
Desirable	<ul style="list-style-type: none">• an ability to rectify and repair small jobs/DIY