

Job Description School Cleaner

Required 1st July 2020

Contract Type Fixed Term to 31st December 2020

15 Hours per week

Grade A Scale point 2, £17,711 per annum, paid pro rata to part-time hours and term time contract plus 10 days in the school summer closure period (Approximate salary £6,427.63)

Sacred Heart Catholic Primary School, Byermoor

The Role

The School Cleaner will work individually and as part of a team to perform a variety of regular and one-off cleaning tasks and duties as directed by Cleaning Manager.

Responsibilities.

1. Be responsible for cleaning certain parts of the school site as allocated by the Cleaning Manager, to ensure that high level of cleanliness is maintained throughout the designated areas on daily basis,
2. 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 standard,
3. Duties to include following (vacuum cleaning hard and soft floors, sweeping hard floor, cleaning spillages, wiping furniture, tables and chair, windowsills, ledges, pipes, paintwork, doors and polishing door glass, emptying and cleaning bins, mopping and hard floor surfaces, checking and closing windows, switching off lights and locking classrooms and offices after work, and all other cleaning tasks contained within the daily cleaning schedules; such other duties as may be allocated from time to time,
4. To contribute to major deep cleaning tasks throughout the whole school during non-term set by the Cleaning Manager or supervisor, that may include moving furniture, carpet cleaning, stripping and sealing floors, cleaning walls & skirting boards, cleaning

windows internally, dusting and cleaning at high levels or any other tasks set by Cleaning Manager or Cleaning Supervisor,

5. The safe use of chemicals and cleaning materials as instructed by the Cleaning Manager following Health and Safety guidelines and the use of Personal Protective Equipment (PPE),

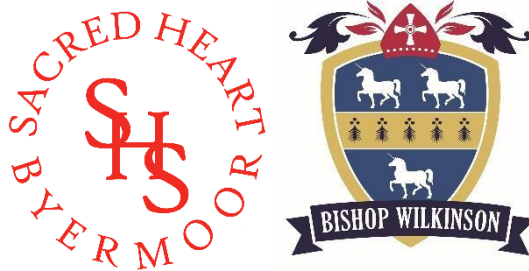
6. To operate cleaning machinery in cleaning soft and hard surfaces e.g. vacuum cleaners, floor cleaning machines, carpet cleaning machines, polishers following Health and Safety guidelines, ensure all equipment used, is in safe working order and regularly checked; to report any hazards, defects and any relevant factors of breakdown of equipment that may be detrimental to safe working practices and normal school operations, immediately to Cleaning Manager,

7. Ensure Health & Safety, quality and general procedures compliance,

8. Work as individual and as part of a team and support other members of the cleaning team to meet standards and school objectives,

9. Maintain regular consistent and professional attendance punctuality and personal appearance.

10. Any other duties as reasonably requested by the Cleaning Manager or Supervisor, the duties may be varied to meet changed circumstances in a manner compatible with the post held.



Person Specification

Knowledge	
Criteria	Weight
Experience of undertaking range of cleaning duties, understanding of cleaning techniques	Desirable
Knowledge of COSHH and the safe use of using the chemicals	Desirable
Some knowledge of Health & Safety, quality and general procedure compliance	Essential

Skills & Abilities	
Criteria	Weight
Ability to communicate	Essential
Ability to work constructively as part of a team and act on instructions from line manager/supervisor	Essential
Ability to act on own initiative, dealing with any unexpected problems that arise	Essential
Ability to work effectively and supportively as a member of the school team	Essential

Experience	
Criteria	Weight
Experience of working within a similar environment	Essential
Experience of working in an educational or in a similar setting	Desirable

