

JOB DESCRIPTION



Job Title	Cleaner
Scale	3
Post Holder	
Reports To	Site Manager

Work pattern: 15 hours per week, from 3.15pm to 5.45pm, Monday to Friday, Term Time Only plus 2 weeks per year, including the School holidays

Overall Objectives of the post

To undertake, individually or as part of a team, the cleaning of a designated area and ensure it is kept in a clean and hygienic condition.

Key Tasks of the Post:

1. You will take part in maintaining the cleaning of a designated area of the school. You will:

- Be responsible for cleaning certain parts of the school site as allocated by the Cleaning Supervisor (this will vary from time to time).
- Use cleaning materials as instructed by the Supervisor.
- Operate cleaning machinery in cleaning soft and hard surfaces e.g. vacuum cleaners and polishers.
- Carry out the following duties:
 - Vacuum cleaning hard and soft floors;
 - Spot cleaning of spillages;
 - Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass;
 - Emptying and cleaning bins;
 - Cleaning toilets including sanitary fittings and surrounds;
 - Mopping and spray cleaning hard floor surfaces;
 - Wiping and polishing and straightening furniture;
 - Replenishing janitorial supplies in toilets etc.;
 - Checking and closing windows, switching off lights after work;
- Completing an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
- Complete termly upkeep cleaning of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises including high- and low-level dusting
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels
- Report all defects/hazards must be immediately to the Supervisor / Site Manager
- Such other duties as may be allocated from time to time;

2. You will maintain Health and Safety procedures at all times. You will:

- Ensure security of the building i.e. check windows and doors are closed/locked.
- Report any faults to electrical cleaning equipment, do not use it until the fault is repaired.
- Ensure correct policy and procedures are maintained including Health and Safety COSHH, Manual Handling etc.

- Only use authorised cleaning materials, ensure the correct dilution rate as directed and used only for the purpose indicated.
- Ensure all PPE issued is worn at all times, including tabards and rubber gloves.
- Display wet floor signs when cleaning floors.

3. You will be an effective part of the school team. You will:

- Work as part of a multi-disciplinary team.
- Participate in training sessions as required.
- Maintain school policy and procedures.

Notes: During periods when the school is closed, routine cleaning is undertaken throughout the school. This may include stripping and sealing floors, high level dusting, wall washing, etc.

Sacred Heart of Mary Girls school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility to care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

The Job Description will be subject to annual review by the Headteacher and the postholder in order to consider the changing needs of the school and conditions of service as outlined in the current document.

If you would like to apply for the above position please complete the support staff application form and return it to recruitment@mary.havering.sch.uk

Postholder Date

Headteacher Date

Person specification

Method of assessment	Application Form	Interview
SKILLS		
• Ability to work as part of a team.		*
• Ability to gain knowledge of health and safety procedures and precautions and COSHH regulations.		*
• A range of cleaning skills which can be utilised in maintaining a clean and safe environment.	*	
KNOWLEDGE		
• Knowledge of moving and handling procedures.		*
• Awareness of health and hygiene procedures.		*
EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST		
• Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification	*	
• Minimum 1-year experience as a cleaner	*	
EQUAL OPPORTUNITIES RELEVANT TO THE POST (mandatory)		
• Understanding of, and commitment to, the school Equal Opportunities policy.	*	*