

Job Description : PREMISES CLEANER

Key Information

Post Title: Premises Cleaner

Contract type: Permanent

Salary: HMAT Scale 1a, Points 2-3

Reports to: Premises Cleaner Supervisor

Location: Woodlands Academy

Additional information:

Purpose of Post

To provide an on-site cleaning service for a specified area.

- Undertakes a full range of cleaning duties using domestic and industrial cleaning equipment;
- Ensure all areas of the school are maintained to a specified quality standard;
- Ensure compliance with Health and Safety requirements

Main Duties and Responsibilities

- Clean floor space in teaching, communal and office areas using appropriate techniques and equipment e.g. mops, sweeps, spray cleans, machine scrub, dry, buff and suction clean;
- Clean all internal surface areas e.g. walls, windows, work surfaces and sanitary appliances using appropriate techniques, equipment and materials e.g. washing; dusting; damp wiping; polishing and cleaning;
- Operating / using domestic and industrial cleaning equipment and materials;
- Keeping equipment and storage areas in a clean and safe condition;
- Empty waste paper bins and removes waste to a designated area;
- Undertake other cleaning duties e.g. carpet and upholstery valeting, stain, chewing gum and graffiti removal, de-scaling sanitary appliances;
- Undertake routine equipment safety checks, cleaning, maintenance and storage e.g. waste removal and filter cleaning;
- Replenish sanitary and hygiene supplies e.g. soap, hand towels and toilet rolls;
- Report faults, damage, breakages, vandalism or any issue that may affect or impact on routine education activity;
- Maintain appropriate levels of security in all working areas to ensure confidentiality, safety and maintain site security, ensuring compliance with Health and Safety requirements for all pupils and adults using the school site;
- Monitor children's and young people's general conduct and behaviour throughout the school and intervene to ensure the safety and wellbeing of pupils, staff and visitors. For serious incidents engage immediate assistance from senior colleagues.

Person Specification : PREMISES CLEANER

Specification	Essential	Desirable	Evidence
Qualifications & Training	<ul style="list-style-type: none"> • Good understanding of general Health & Safety operational practices and working methods and work schedules involved. • Understanding and awareness of the related Health & Safety issues associated with cleaning materials. 		
Experience	<ul style="list-style-type: none"> • Prior experience of working within the school environment • Prior experience of in a cleaning role • Experience of COSH 		
Professional knowledge & understanding	<ul style="list-style-type: none"> • Good communication skills • Ability to use, clean and maintain a full range of industrial and domestic cleaning equipment and materials. • Ability to build rapport and relationships with a variety of individuals within the same system 		
Skills	<ul style="list-style-type: none"> • Flexible approach to work • Ability to work independently and as a team • Time management • Organisational skills • Ability to maintain cleaning records 		
Personal Attributes	<ul style="list-style-type: none"> • Attention to detail • Polite • Punctual 		