

Hawkesley Church Primary Academy
Cleaner

Job Description

1. JOB PURPOSE

- 1.1 To provide a clean and pleasant environment in order to facilitate the effective teaching of pupils and its full use by those staff and pupils who occupy it
- 1.2 To help maintain the fabric of school building.
- 1.3 To maintain cleanliness in order to prevent any health risk from occurring in schools

2. DUTIES AND RESPONSIBILITIES:

- 2.1 To clean a specified area of the school to the required standard as instructed by the Supervisor.
- 2.2 Wash floors, surfaces, fixtures, fittings and walls up to a specified height.
- 2.3 Cleaning inside windows up to a specified height
- 2.4 Sweeping and vacuuming floors.
- 2.5 Polishing and dusting surfaces and furniture
- 2.6 Cleaning toilets and shower areas
- 2.7 Use cleaning materials as appropriate, and according to their instructions for use
- 2.8 To empty bins and remove rubbish from the premises.
- 2.9 To report any damages to school property or other relevant matters to the Supervisor.
- 2.10 To use power cleaning equipment as directed.
- 2.11 To undertake relevant non-Routine cleaning as instructed by the Supervisor.
- 2.12 To undertake any relevant training as required.
- 2.13 To comply with the requirements of the health and safety at work regulations.
- 2.14 To take reasonable care for the Health and Safety of themselves and for others.
- 2.15 To co-operate with the employer in ensuring that health and safety responsibilities are carried out.
- 2.16 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.17 To ensure all tasks are carried out with due regard to Health and Safety.
- 2.18 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.19 To adhere to the ethos of the school.
- 2.19.1 To promote the agreed vision and aims of the school.
- 2.19.2 To set an example of personal integrity and professionalism.
- 2.19.3 Attendance at appropriate staff meetings and parents evenings.
- 2.20 Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

SUPERVISION RECEIVED:

4.1 Supervising Officer's Job Title: Site Super

4.2 LEVEL OF SUPERVISION

Left to work within established guidelines subject to scrutiny by supervisor.

PERSON SPECIFICATION

Job Title: Cleaner

Grade: GR1

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

CRITERIA	ESSENTIAL	DESIRABLE	M.O.A.
EXPERIENCE (Relevant work and other experience)	Relevant experience of cleaning	Experience with cleaning materials	AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)		Skills at operating vacuums/buffer	AF/I
TRAINING			
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications			
OTHER			
CONTRA INDICATION	Unsatisfactory Completion of a CRB check		AF/I

This academy is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment. All successful candidates will be subject to a DBS check.