**POSITION TITLE: School Cleaner**

**LOCATION: Lindon Bennett School Main St**

**REPORTS TO: Site Manager ACCOUNTABLE TO: School Business Manager SUPERVISES: Nil**

**GRADE OF POST: LLW1a Point 6**

**HOURS OF WORK: Daily Monday to Friday Mornings (6.30am – 9.30am) Term time only plus 5 days**

# JOB PURPOSE

To undertake the cleaning of designated areas to a high standard throughout the school.

# MAIN RESPONSIBILITIES AND TASKS

The normal duties of the post holder will usually include the following:

* To be responsible for cleaning certain parts of the school site as allocated (this may vary from time to time).
* To use cleaning materials as instructed by the school.
* To dust, polish, mop, vacuum and clean surfaces using the appropriate cleaning equipment /resources. In line with a cleaning schedule.
* Empty and clean bins and remove waste to designated areas.
* Spot cleaning of spillages.
* Clean toilets and toilet areas
* Clean hand basins in all toilets.
* Wash off dirty marks on wall tiling and mirrors.
* Clean internal glass, internal door glass.
* Carry out periodic cleaning of all internal surfaces.
* Carry out such other duties as may be allocated from time to time.
* Report all defects/hazards immediately to appropriate member of school staff.
* To provide cleaning cover in the short term absence of other site cleaners

**POSITION TITLE: School Cleaner**

**Personal Specification**

|  |  |
| --- | --- |
|  | **Essential** |
| Educational achievements, qualifications and training | * Able to communicate clearly and follow instructions. |
| Job related knowledge, aptitude and skills | * Ability to prioritise work * Ability to manage time effectively. |
| Equal Opportunities | * An understanding of and commitment to equality of opportunity. |
| Personal Qualities | * Ability to communicate with a wide range of people. * Initiative and the ability to work without supervision. * Work as part of a team. * Be flexible to changing demands of the post. * Take pride in a job well done. * Trustworthy and Honest * Maintain Confidentiality |
| Physical | * Must be in good health. |

Reviewed Oct 2018