**POSITION TITLE: School Cleaner**

**WORK LOCATION: Lindon Bennett School**

**REPORTS TO: Site Assistant ACCOUNTABLE TO: SBM**

**SUPERVISES: Nil**

**GRADE OF POST: Sc1a Point 1**

**HOURS OF WORK: Daily (Mon to Fri) 15 hours per week x 39 weeks**

# 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 ensure that areas are cleaned in line with the appropriate
* To adhere to policy / procedures and health and safety at all times
* 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 school cleaners (this may involve working across both sites)
* To support with site security of the school premises by securing storage areas, cupboards and entrance/exits as appropriate**.**
* To report any defects or damage to premises or equipment to the school business manager
* To report and breaches to Health and Safety to the school business manger

*I will treat all information about children, families and staff discreetly, with due regard to confidentiality.*

*I will adhere to the school’s code of conduct.*

*I will comply with the school policies and procedures related to equality, safeguarding and e-safetry and health and safety and report any concerns to the appropriate person.*

*I agree to take care of my own and other’s safety at all times and to carry out my duties in accordance with the school’s H&S policy and procedures.*

*PostHolder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_*

*School Business Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_*

**POSITION TITLE: School Cleaner**

**Personal Specification**

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|  | **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 Feb 2020