

# JOB DESCRIPTION

<b>Section:</b>	<b>Oaklands Community Primary School</b>
<b>Job Title:</b>	<b>Cleaner</b>
<b>Reports To:</b>	Evening Site Supervisor

**Main Purpose of Job:** To ensure cleaning is carried out to the appropriate specification as directed by the cleaning supervisor and bearing in mind any Health and Safety requirements. In order to create a safe environment suitable for the education of children.

## **Main Responsibilities and Duties:**

- Tidy leaving furniture / rooms etc ready for use
- Empty waste bins and dispose of collection bags safely
- Wash, clean, polish floors using the appropriate tools, machines, cleaning agents and work schedules
- Clean surfaces in teaching, circulation, admin and other areas as directed using the required cleaning agents / tools / equipment and work schedule
- Wash/Clean toilet & wash areas with appropriate tools disinfecting cleaning agents and work schedules.
- Clean/Dust furniture, fixtures and fittings in a careful and thorough manner
- Carry out any other cleaning duties that the school might require
- Maintain the cleaning storage area in a clean tidy safe condition
- Observe the requirement of H&S / COSHH at all times
- Report equipment faults to the appropriate person in the school, as soon as possible
- Operate a safe working environment for people still in the building (display appropriate safety signs)

## **Facts and Figures:**

- To operate a range of cleaning machines up to a possible value of £2,500 or above (Vacuum, Polisher, Carpet Shampooer, Wet Pick up and the like).

## **SUPPORTING PROCESSES**

### **Problem Solving and Creativity:**

- Establish an effective and efficient routine and work to strict deadlines.
- Be adaptable and flexible.
- Under the guidance of your line manager, consider priorities within the daily / weekly routines taking account of the conditions found on the day.
- Ensure that a high quality of cleaning is achieved and maintained
- Covering additional areas for absent staff if required

**Physical Effort and Working Conditions:**

- Continuously on feet, physical work cleaning using potentially hazardous cleaning agents. At times working in wet / sanitary areas where unpleasant odours and soilage may be present.
- Periodic moving of furniture in classrooms and other area

**Contacts and Relationships:**

- Maintain friendly interactions with all users e.g. (Pupils, staff and public etc) who may be around during working hours.

**Additional Information:** *Anything else which is relevant to the job which is not adequately covered elsewhere.*

- Total confidentiality is required. Information about children or adults at the school must never be passed on at any time.
- Where a child may be at risk this information may be divulged to the Head Teacher so that they can take appropriate action.

**Knowledge, Skills and Experience: (To be completed by the Line Manager)** *The minimum general education standard, qualifications, training and level of experience required by the job holder to be fully effective in the job.*

- Basic level of education, dexterous, pleasant courteous personality.
- Knowledge of the procedures required for the job.
- Awareness of the H&S requirements of the job including COSHH.
- Awareness of correct Manual Handling procedures
- Willingness to receive any training provided

**Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holders Name:

Job Holders Signature:

Date:

Line Manager:

Date:

**All posts are subject to enhanced DBS clearance.**

# Oaklands Community Primary School

## Cleaner - Person Specification

The school sets consistently high standards for its pupils in a safe and secure environment. We are looking to appoint a new member of our site staff who will support the school and site team to continuously achieve this aim. Essentially, we are looking for someone who is flexible, hardworking, conscientious and has a 'can do' attitude.

You would be expected to be able to;

- Work with guidance, but under limited supervision
- Be able to set a routine that is effective and efficient
- Be physically fit to carry out manual work
- Liaise and communicate effectively with others
- Attend training courses as required
- \*Cover for absent staff if required within own hours
- Be able to work additional hours on occasion by agreement with your line manager.
- Be able to work reduced hours as agreed with the line manager during the school holidays if this is part of your contract

\*it is assumed that within your usual working hours there is sufficient time to cover additional area if required.

The above post is subject to Enhanced Disclosure and Medical Clearance and will require references prior to employment.