



Wembrook Primary School

Job Description - Cleaner

Five sessions per week of 9.75 hours per week, term time only plus 2 weeks during the holidays, by arrangement with the Site Manager. (40 weeks in total)

JEID Ref: A0006 Post Level: Band A SCP 1-2

Note: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff & volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure and a satisfactory Work Health Assessment.

General Duties:

A school cleaner will work effectively as part of a team to perform a variety of regular and one-off cleaning tasks as directed by their line manager. You will be responsible for a designated area of the school, but this may involve working in all types of rooms, including offices, classrooms, hall, corridors, toilets. You will be required to understand and comply with the school's policies and guidelines and will be expected to maintain confidentiality about school matters at all times.

What's Involved?

Cleaners have a range of duties and responsibilities. These typically include:

- Clean toilets, bowls, sinks and basins.
- Vacuum and tidy classrooms.
- Wash worktops/tables/chairs.
- Wash/mop/sweep floors and wash wet areas.
- Clean inside glazing
- Dust and polish
- Empty bins and dispose of rubbish.
- Replenish consumable items such as soap, toilet rolls, paper towels.
- Ensure safe and effective use and storage of all equipment.
- Check and close windows, switching off lights and ensure external doors are locked securely.
- Be aware of Health and Safety at Work regulations and COSHH guidelines.
- Draw to Site Manager's attention any problem/issues which may affect the safety or security of the school and its users.
- Any other appropriate duties as required by the Headteacher.

Skills and experience you'll need:

- Experience of undertaking a range of cleaning duties would be preferred, but training will be given to the right applicant.
- Ability to work in an organised and methodical manner, following instructions and procedures.
- Ability to operate equipment and use materials.
- Ability to act on own initiative, dealing with any unexpected problems that arise, finding solutions to simple problems, eg. rearranging cleaning schedules to fit around staff etc.
- Ability to be flexible to changing demands of the post.
- Willingness to maintain confidentiality about all school matters.
- The ability to work as part of a team