

Job Title: School Cleaner

School: Polegate School

Grade: [Single Status](#) 2

Responsible to: Business Manager

Purpose of the Role:

To provide a cleaning service in specified areas of the site: The Lodge, Forest School Classroom and Swimming Pool

Main Responsibilities:

- Be responsible for ensuring the cleanliness of your designated areas and for maintaining high and consistent standards.
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
- Liaise with Supervisor, Site Manager and School Caretakers and other members of staff as required to ensure the cleaning rota operates smoothly around both school events and outside lets.
- Report cleaning supplies requirements and stock levels to the line manager.
- Ensure Health & Safety, quality and general procedure compliance
- Report any Health and Safety issues to the Supervisor, Site Manager and School Caretaker
- Comply with instructions relating to security and confidentiality
- Clean and maintain cleaning equipment as instructed

Knowledge

- Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.
- Knowledge of COSHH and the safe use of chemicals.
- Knowledge of cleaning best practises.

Experience

- Experience of undertaking a range of cleaning duties
 - Vacuuming
 - Dusting
 - Mopping
 - Scrubbing
 - Disposing of waste
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PERSON SPECIFICATION

Essential key skills, abilities, knowledge, experience, values and behaviours

- Ability to work effectively and supportively as a member of the school team
- Ability to work in an organised and methodical manner
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to demonstrate commitment to Equal Opportunities
- Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.
- Experience of undertaking a range of cleaning duties
- Willingness to clean any area of the school as requested by the caretaker and/or headteacher.
- Willingness to take personal responsibility for standard of work carried out
- Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge
- Willingness to maintain confidentiality on all school matters

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Job Evaluation Reference:



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	No
Working with children/vulnerable adults	No
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	Yes
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	Yes