

## **JOB DESCRIPTION AND JOB SPECIFICATION**

**JOB TITLE: Admin/Organisational Support**

**SECTION: Schools**

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Job title: **School Cleaner**

The School cleaner will work as part of a team to perform a variety of regular and one-off cleaning tasks and duties as directed by their line manager.

### **Main Responsibilities**

- Be responsible for ensuring the cleanliness of your designated area 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 Maintenance Manager, School Caretaker 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
- Work as part of a team and support other members of the cleaning team to meet standards and school objectives
- Keep accurate time-sheets for any hours worked over the core hours in this contract and ensure they are signed by the line manager.

### **Person Specification Knowledge**

- Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials. Experience
- Experience of undertaking a range of cleaning duties
- Personal Attributes
- Willingness to clean any area of the school as requested by the caretaker
- Willingness to take personal responsibility for standard of work carried out.
- Willingness to participate in further training and development opportunities offered by the school, to further knowledge
- Willingness to maintain confidentiality on all school matters
- Will need to be able to manage some heavy lifting
- Skills
- 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