

BOWHILL PRIMARY SCHOOL

Job Description for a Cleaner

JOB TITLE	Cleaner
GRADE	A
RESPONSIBLE TO	Headteacher or Site Manager
MAIN PURPOSE OF THE JOB	To provide a cleaning service in specified areas of the site.

Main Functions

1. To clean areas of the establishment as directed by the Headteacher or Site Manager to ensure that the areas are kept in a clean and hygienic condition.
2. Duties will include cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the areas, which may include toilets, shower areas, fixtures and fittings, using, where appropriate, powered equipment.
3. To operate cleaning machinery in accordance with instructions and report faulty machinery and equipment to the Site Manager.
4. To dilute and use cleaning materials as instructed.
5. To collect and remove waste/rubbish from work area to collection point as directed.
6. To clean and maintain cleaning equipment as instructed.
7. To observe and comply with the Health and Safety Policy and Code of Practice for cleaning staff.
8. To comply with instructions relating to security and confidentiality.
9. To attend training sessions when requested.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

TITLE Cleaner

SCHOOL Bowhill Primary School

GRADE Grade A (Spinal Point 6)

Category	Requirements	Essential / Desirable	Method of Assessment¹
Experience	Experience of undertaking a range of cleaning duties	Desirable	A
Knowledge/Skills/Abilities	Ability to work both as a member of a team and on own and to deal with any unexpected problems that may arise	Desirable	A, I
	Ability to relate well to children and adults	Essential	A, I
	Ability to work in an organised and methodical manner	Essential	A, I
	Ability to complete cleaning tasks to desired standards and to work to time constraints	Essential	A, I
	Some knowledge of Health and Safety procedures and precautions as they relate to the operation of cleaning equipment and the dilution of cleaning materials	Desirable	A, I
	Ability to read, understand, follow and respond appropriately to instructions	Desirable	A, I
Special Requirements	Must be willing to maintain confidentiality on all school matters	Essential	I
	Must be willing to clean any area of the school as requested by the Headteacher and/or the Site Manager	Essential	I
	Must be flexible and willing to work INSET days as required and undertake training as and when required	Essential	I

¹ Key for Method of Assessment:
A – Application I – Interview