

Job Description



Job title: Cleaner (Premises 1)

Salary: £9.25 per hour

Appointment type: Casual

Hours per week: Casual hours as required between 16:00-19:00

Duties and Responsibilities

- a) Undertake cleaning duties which may include dusting, emptying bins, picking up litter, sweeping, washing, vacuuming, scrubbing, buffing, polishing, toilet cleaning in areas of the establishment.
- b) May undertake specialised cleaning programmes during the school closures or other designated periods.
- c) Assist in the preparation of rooms and appropriate work areas e.g. meeting rooms, classrooms.
- d) Restocking facilities e.g. soap, paper towels.
- e) Report when stocks are low.
- f) Store all equipment and chemicals used in the appropriate manner.
- g) Work to ensure and maintain safety and security of the building and those within it.
- h) Escalate any safety issues to the line manager.
- i) Work to expected standards and complete work within required timescales.
- j) Report any faults with materials and/or equipment as necessary.
- k) May demonstrate own duties to new or less experienced staff.
- l) Exchanges information with their supervisor, head teacher and possibly other staff.
- m) May complete checklists to say work has been completed.
- n) Identify straight forward solutions to simple problems and minimal personal initiative required.

Person specification



Qualifications

- a) Relevant training or qualifications in an appropriate discipline.

Knowledge, skills and experience

- a) Understanding of health and safety issues and willingness to undertake training.
- b) Knowledge of chemicals and proper use of cleaning equipment.
- c) Awareness of COSHH.
- d) No previous experience required.
- e) First aid at work may be a requirement or paediatric first aid.

Personal attributes

The successful candidate will have:

- a) Self-motivated with a positive outlook.
- b) Ability to relate well to children and adults.
- c) Willingness to work flexibly in order to meet tight deadlines and develop the service.
- d) Commitment to team working.
- e) Willingness to undertake further training as required.
- f) Required to work in conditions that are generally unpleasant such as cleaning with toilets, dealing with waste, responding to minor hazards.
- g) Requires regular physical effort such as bending, stretching, pulling and pushing cleaning equipment with occasional intense effort for moving furniture.