



JOB DESCRIPTION

POST TITLE: CLEANER

RESPONSIBLE TO: HEADTEACHER

PURPOSE OF THE JOB:

To provide a clean and hygienic working environment to facilitate the learning and teaching of all our pupils.

MAIN RESPONSIBILITIES:

1. To be responsible for ensuring the cleanliness of designated areas and for maintaining high and consistent standards, particularly in times of high need such as pandemics.
2. To 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.
3. To liaise with Headteacher and other key staff as required to ensure the cleaning rota operates smoothly around both school events and any external lettings.
4. To report cleaning supplies requirements and stock levels to the Finance Manager on a regular basis.
5. To ensure Health & Safety, quality and general procedure compliance.
6. To work as part of a team and support other members of the cleaning team to meet standards and school objectives.
7. To adhere to the school's stringent safeguarding procedures at all times.
8. To act as positive role model towards children and others in school at all times.
9. To undertake any other duties that may be required from time to time directly relating to the cleanliness and hygiene of the school premises, particularly in times of high need.
10. To undertake on-going training as required.



Person Specification

Knowledge

Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials would be an advantage but training will be provided.

Experience of undertaking a range of cleaning duties would be an advantage but a willingness to clean and limited household experience will be considered.

Personal Attributes

1. Willingness to clean any area of the school as requested by the Headteacher or other senior member of staff.
2. Willingness to understand and follow health and safety guidelines
3. Ability to take personal responsibility for standard of work carried out.
4. Willingness to participate in further training and development opportunities offered by the school, to further knowledge.
5. Ability to maintain confidentiality on all school matters.
6. Ability to manage some low to medium lifting and operation of cleaning equipment as required.

Skills

1. Ability to work effectively and supportively as a member of the school team.
2. Ability to work in an organised and methodical manner.
3. Ability to act on own initiative, dealing with any unexpected problems that arise.
4. Ability to demonstrate commitment to Equal Opportunities.

The Headteacher and governors of Steeple Morden Primary School are committed to safeguarding and promoting the welfare of children and young people.