



## **Post: School Cleaner**

**Post:** School Cleaner                      Start date: 3 September 2018

**Supervised by:** Site Manager & SLT                      **Responsible to:** Headteacher

**Hours of duty:** 10 hours per week (Term Time)  
**7am to 9am**  
5 days Monday – Friday during term time

Holidays to be taken outside the normal school term dates (i.e. during school holiday periods).

**How to apply:** Please email your C.V. to [info@edisonprimary.org](mailto:info@edisonprimary.org)

### JOB DESCRIPTION

#### **Main Duties - Daily**

#### **1. Classrooms/ Staff Room/ Offices**

- Vacuum (spot clean where necessary)
- Hard flooring – dust control sweep or vacuum, damp mop classrooms
- Furniture / desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Bins – empty daily and damp wipe monthly
- Clean inside and outside surrounds of sinks
- Doors – remove marks from glass, doors and walls

#### **2. Toilet and Cloakroom Areas:**

- Clean lavatory basins with appropriate cleaner provided.
- Clean inside and outside surrounds of sinks
- Clean taps
- Refill toilet dispensers in all cubicles
- Refill paper towels in each dispenser
- Wipe tiles
- Polish mirrors
- Wipe paintwork
- Empty black sacks/rubbish bins
- Clean and mop floor with appropriate cleaner and bleach as instructed

#### **3. Any other appropriate duties as required by the Headteacher**

This job description contains the most important duties and tasks regarding the job to be done. It is not an exclusive / exhaustive list.

## School Cleaner

### PERSON SPECIFICATION

**Job Title:** School Cleaner

**Hours:** 10 – 12.5 hours per week

### CRITERIA

#### **Skills/Abilities/Knowledge**

- Ability to carry out general cleaning duties as detailed in the Job Description.
- Is punctual and reliable.
- Ability to manage time effectively to complete tasks to a high level.
- Ability to prioritise work.
- Able to work with minimum supervision.
- Ability to work both alone and within a team to achieve specified standards.
- Be flexible to changing demands of the post.
- Take pride in a job well done.
- Ability to demonstrate an understanding of why Equal Opportunities are important in employment and service delivery.
- Ability to respect and value the different experiences, ideas and backgrounds others can bring to work and teams.
- Ability to demonstrate an understanding of why Customer Care is important in employment and service delivery.
- Have an awareness of and display a commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people.
- To undertake any training relevant to your role.
- Must be in good health.

#### **Qualifications/Experience**

- Able to communicate clearly, understand and follow instructions.
- Experience of undertaking general cleaning duties.