

Blackthorns Community Primary Academy

**Job Description**

<b>JOB TITLE</b>	School cleaner
<b>GRADE</b>	SCP 1
<b>RESPONSIBLE TO</b>	Principal and Premises Manager
<b>MAIN PURPOSE OF THE JOB</b>	To provide a cleaning service in specified areas of the site.

**Main Functions**

1. To clean areas of the establishment in accordance with the Building Cleaning Specification as directed by the Principal and Premises Manager
2. To operate cleaning machinery in accordance with instructions.
3. To dilute and use cleaning materials as instructed.
4. To collect and remove waste/rubbish from work area to collection point as directed.
5. To clean and maintain cleaning equipment as instructed.
6. To observe and comply with the Health and Safety Policy and Code of Practice for cleaning staff.
7. To comply with instructions relating to security and confidentiality.

---

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 reasonable 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**

<b>JOB TITLE</b>	School cleaner
<b>GRADE</b>	SCP 1

### **Knowledge**

- 1.1 Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.

### **Experience**

- 2.1 Experience of undertaking a range of cleaning duties

### **Skills & Abilities**

- 3.1 Ability to work effectively and supportively as a member of the school team
- 3.2 Ability to work in an organised and methodical manner
- 3.3 Ability to act on own initiative, dealing with any unexpected problems that arise
- 3.4 Ability to demonstrate commitment to Equal Opportunities

### **Personal Qualities**

- 4.1 Willingness to clean any area of the school as requested by the caretaker and/or Principal
- 4.2 Willingness to take personal responsibility for standard of work carried out.
- 4.3 Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge
- 4.4 Willingness to maintain confidentiality on all school matters