WEST ST LEONARDS PRIMARY ACADEMY

JOB DESCRIPTION

JOB TITLE	School Cleaner
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	West St Leonards Primary Academy
RESPONSIBLE TO	Principal and Facility Manager
RESPONSIBLE FOR	Cleaning
MAIN PURPOSE OF THE JOB	School Cleaner – all areas

MAIN TASKS / KEY RESPONSIBILITIES	
1	To clean areas of the establishment in accordance with the Building Cleaning Specification as directed by the Principal or Facilities 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 is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Date: 18/12/2018
Additional Information
• This post is subject to an Enhanced DBS Check • This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.
University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

EDUCATION AND QUALIFICATIONS

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

KNOWLEDGE AND EXPERIENCE

2.1 Experience of undertaking a range of cleaning duties

KEY SKILLS AND ABILITIES

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

PERSONAL ATTRIBUTES

4.1 Willingness to clean any area of the school as requested by the Facilities 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