



# St Mary Magdalene C of E Primary School

Headteacher: Mrs S Pearson

<b>Post:</b>	School Cleaner
<b>Grade:</b>	Grade 1
<b>Responsible to:</b>	Site Manager
<b>Working Time:</b>	12.5 hours per week TTO

## Job Purpose

Under the direction of the Site Manager, to work as part of a team to undertake a variety of regular and one-off cleaning tasks within the school premises, ensuring a high standard of hygiene and cleanliness is maintained.

## Main responsibilities

- Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota, but require attention in order to maintain high standards
- Liaise with the Site Manager to ensure the cleaning rota operates effectively in school
- Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas
- Emptying litter bins and removing waste
- Cleaning of toilets and washrooms to the required standard
- Using powered equipment where necessary
- Cleaning of working surfaces and other furniture as directed
- Report any Health & Safety issues to the Site Manager

## Knowledge

- Some knowledge of Health and Safety legislation including COSHH

## Personal Attributes

- Willingness to be flexible and clean any area of the school as requested by the Site Manager
- Ability to maintain confidentiality on all school matters
- Be responsible for improving your performance through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Work as part of a team

**Skills**

- The ability to work in an organised and methodical manner
- Being physically capable
- Honesty and integrity
- Understanding and carrying out set tasks

**Other**

- To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms

Signed to indicate agreement..... [Post-holder]

Date.....

Signed ..... [Manager]

Date .....