

JOB DESCRIPTION

Job title: School Cleaner

The School cleaner will work as part of a team to perform a variety of regular and one-off cleaning tasks and duties as directed by their line manager.

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 as part of maintaining overall high standards.
- Liaise with Business Manager and other members of staff as required to ensure the cleaning rota operates smoothly around both school events and outside lets.
- Report cleaning supplies requirements and stock levels to the line manager.
- Ensure Health & Safety, quality and general procedure compliance
- Work as part of a team and support other members of the cleaning team to meet standards and school objectives
- Keep accurate time-sheets for any hours worked over the core hours in this contract and ensure they are signed by the line manager.

Person Specification Knowledge

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

Experience

- Experience of undertaking a range of cleaning duties.

Personal Attributes

- Willingness to clean any area of the school as requested by the Business Manager.
- Willingness to take personal responsibility for standard of work carried out.
- Willingness to participate in further training and development opportunities offered by the school, to further knowledge
- Willingness to maintain confidentiality on all school matters
- Ability to work effectively and supportively as a member of the school team

- Ability to work in an organised and methodical manner
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to demonstrate commitment to Equal Opportunities

Job Summary

Working hours: 10 hours per week for 44 weeks of the year, Monday to Friday term time plus additional school holiday hours.

Working hours: 7.00 – 9.00 am or 3.30 – 5.30 pm

Contract type:

Permanent, Part time, Probationary period:

All staff subject to up to 12 months.

Start date: 23.04.2019

Salary: £4408.00 per annum.

Application process:

To apply for this role you will be required to complete an application form.

The closing date for all applications: Friday 5th April 2019

Interviews: Tuesday 9th April 2019

St Philip's Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share his commitment. The appointment is subject to enhanced disclosure by the Disclosure and Barring Service.