



Bowness-on-Solway Primary School

Job Description & Person Specification: School Cleaner

Under the direction and instruction of senior staff: provide a clean and hygienic school environment which meets specified cleaning standards

TASKS – OPERATIONAL

Cleaning

- Clean all surfaces, fixtures and fittings
- Clean floors, walls, partitions and internal woodwork as appropriate
- Clean toilets, changing rooms and other sanitary areas
- Clean equipment after use
- Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises

Waste

- Collect and bag up waste
- Clean and maintain waste bins

TASKS – RESOURCES

- Ensure the maintenance of a clean and orderly working environment
- Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping if required
- Refill and replace consumables
- Report faulty equipment & other maintenance requirements to appropriate person
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate

TASKS – ORGANISATION

- Maintain and arrange orderly and secure storage of supplies
- Ensure cleanliness of equipment, check for quality and safety - reporting any faults to an appropriate senior person
- Operate everyday equipment in accordance with instructions
- Maintain specialist equipment, check for quality and safety and report damage to the appropriate Person
- Ensure compliance by self and others with all health and safety policies and procedures.
- Ensure safe use by self and others of equipment and materials.
- Create and maintain a purposeful, orderly and productive working environment
- Promote and ensure the health and safety of pupils, staff and visitors

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of school users at all times

Experience	<ul style="list-style-type: none">• General cleaning work
Qualifications/ Training	<ul style="list-style-type: none">• Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these
Knowledge/Skills	<ul style="list-style-type: none">• Willingness to use relevant equipment• Ability to relate well to children and adults• Basic first aid knowledge as appropriate• Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards• Willingness to gain knowledge of health and safety procedures and precautions• Willingness to gain awareness of COSHH regulations• Willingness to gain awareness of health and hygiene procedures• Willingness to participate in development and training opportunities• Ability to work on own or as part of a team