



CLEVELANDS
PREPARATORY SCHOOL

Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title:

School Cleaner

Hours of work:

20/30 hours per week.

Remuneration:

National Minimum wage

Responsible to:

Headteacher

Main Responsibilities:

Tasks will include, but are not limited to:

- Wiping down of all clear surfaces in school and to ensure door handles and commonly used surfaces are kept clean.
- Vacuuming, clearing bins, moving waste.
- Ensuring the safe use, and storage of cleaning items.
- To liaise with the Domestic Manager with regards to duties.
- Assist at school functions as required.

Communication

- To work effectively with parents, students and staff.

Organisation

- To manage the workload as given by the domestic manager
- Attend and participate in team meetings
- Maintain cleaning equipment.

Student welfare

- Promoting and safeguarding the welfare of the students with whom you come into contact.

Health and Safety

- Ensuring you adhere to school policies regarding relevant health and safety regulations.

This list is not intended to be exhaustive, and you may be required to undertake other reasonable duties as the School requires from time to time.

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of Assessment
Qualifications:		<ul style="list-style-type: none">• Knowledge of school Safeguarding procedures	Application Form Interview
Experience:	<ul style="list-style-type: none">• Experience of cleaning in an organisation to a high standard	<ul style="list-style-type: none">• Experience of working in a busy environment.• Experience of working in a school	Application Form Interview References
Skills:	<ul style="list-style-type: none">• An ability to communicate both orally and in writing		Application Form Interview References
Knowledge:	<ul style="list-style-type: none">• An awareness of and commitment to the ethos of a school environment.• Understanding of the importance of cleaning		Application Form Interview References
Personal Competencies and Qualities:	<ul style="list-style-type: none">• Flexible, with the ability to work on own initiative and to tight timescales.• Proactive, organised and methodical, with an ability to grasp detail and complexity.	<ul style="list-style-type: none">• An interest in contributing to the extracurricular life of the school as part of your role.	Application Form Interview References

	<ul style="list-style-type: none"> • High level of personal and professional commitment. • A positive attitude • An ability to strike a good rapport with students, staff and parents. 		
Accepting the opportunity to learn new skills		<ul style="list-style-type: none"> • An awareness of Safeguarding, and Health & Safety at Work <i>training will be provided</i> 	Interview