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COURT FIELDS SCHOOL

THE CASTLE PARTNERSHIP TRUST

Job Description

School Cleaner

Grade 17

School Support Staff Pay Scale

Mantle Street

WELLINGTON

Somerset TA21 8SW

Tel: 01823 664201

JOB TITLE: School Cleaner

REPORTS TO: Premises Manager

ACCOUNTABLE TO: Headteacher

PURPOSE: To provide and ensure a high standard of hygiene and cleanliness throughout the School, supporting the teaching and learning of students by ensuring a safe and clean environment.

SALARY: Grade 17

HOURS: 12.5 per week. Term time plus Inset days and 5 additional holiday weeks; dates as required by the Premises Manager.

MAIN RESPONSIBILITIES AND TASKS:

1. To be responsible for ensuring high standards of cleanliness of your designated area.
2. Ensure safe use of chemicals and cleaning materials as instructed by the Premises Manager, following Health and Safety guidelines and the use of Personal Protective Equipment (PPE).
3. 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.
4. To operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers following Health & Safety guidelines.
5. To maintain all School standards of hygiene and safety of all cleaning equipment and areas of responsibility.
6. To report any hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal school operations.
7. Cleaning duties to include the following:
 - Vacuum cleaning hard and soft floors
 - Spot cleaning of spillages
 - Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
 - Emptying and cleaning bins
 - Cleaning toilets including sanitary fittings and surrounds
 - Mopping and spray cleaning hard floor surfaces
 - Wiping and polishing and straightening furniture

- Replenishing janitorial supplies in toilets, etc.
 - Checking and closing windows, switching off lights after work
 - Such other duties as may be allocated from time to time
8. During periods when the school is closed, routine cleaning is undertaken throughout the school. This may include stripping and sealing floors, high-level dusting, wall washing etc.

This job description is current at the date shown, but in consultation may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

Person Specification

Knowledge

- Some knowledge of Health and Safety regulations is desirable
- Knowledge of COSHH and the safe use and storage of cleaning supplies is desirable

Experience

Experience of undertaking a range of cleaning duties

- Vacuuming
- Dusting
- Mopping
- Scrubbing
- Disposing of waste
- Replenishing consumables

Personal Attributes

- Willing to clean any area of the school as requested
- Willing to participate in further training and development opportunities offered by the school
- Commitment to maintain confidentiality on all school matters
- Works well as part of a team

Skills

- Able to work effectively and supportively as a member of the school team
- Good communication skills
- Good organisational skills

- Able to work in an organised and methodical manner
- Able to act on own initiative, dealing with any unexpected problems that arise
- Motivated and flexible
- Good time management and multi-tasking
- Understanding and following safety regulations

The Castle Partnership Trust is committed to safeguarding and all staff have a duty of care towards our young people. All complaints and concerns are fully investigated. Please note that for posts working with children the successful candidate will be required to undergo Disclosure and Barring Service checks in line with the Local Authority and School Child Safeguarding Policy.