



Elmgrove Primary School and Nursery

SCHOOL CLEANER JOB DESCRIPTION

Reports to: Cleaning Supervisor

Responsible to: Caretaker

Days/hours: Term time Monday to Friday, 3.30pm to 6pm + 5 weeks.

Purpose of the role: To provide a complete cleaning service at Elmgrove Primary School and Nursery.

Duties will include; cleaning classrooms, halls, corridors, toilets, doors, offices and communal areas

Main responsibilities and tasks

The duties of the post holder will usually include the following; all cleaning within the school building, use of cleaning materials and PPE provided by the school, operation of cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners, floor polishers and carpet cleaners.

Duties to include the following:

- Vacuum cleaning hard and soft floors
- Cleaning toilets including tap fittings and surrounds etc.
- Mopping and spray cleaning hard floor surfaces
- Dusting, damp wiping, washing or polishing the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fitments
- Undertake occasional wall washing or inside window pane cleaning, washing/polishing door glass.
- Emptying & cleaning waste bins as required
- Checking and closing windows, switching off lights
- Reporting defects / hazards as required
- Such other duties as may be allocated from time to time

Notes: During periods when the school is closed, routine deep cleaning is undertaken for a short period before term commences and at the end of each half term. The timings of this can be discussed and alternative working hours can be arranged, if required.



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Job Specification

	Essential	Desirable
Educational achievements, qualifications and training	<ul style="list-style-type: none"> ➤ Able to communicate clearly and follow instructions ➤ Agreement to undertake a Disclosure & Barring check 	
Job related knowledge, aptitude and skills	<ul style="list-style-type: none"> ➤ Ability to prioritise work and work in an organised manner ➤ Ability to manage time ➤ Willing to undertake training course that are relevant to the duties of the post or are required for Health and Safety reasons ➤ Willingness to maintain confidentiality on all school matters 	<ul style="list-style-type: none"> ➤ Experience of cleaning ➤ Some knowledge of Health & Safety within the workplace
Equal Opportunities	<ul style="list-style-type: none"> ➤ An understanding of and commitment to equality of opportunity 	
Personal Qualities	<ul style="list-style-type: none"> ➤ Ability to communicate with a wide range of people ➤ Initiative and the ability to work without supervision ➤ But also to work as part of a team ➤ Be flexible to changing demands of the post ➤ Take pride in a job well done ➤ Willingness to work flexibly on occasions 	<ul style="list-style-type: none"> ➤ Be happy, have a sense of humour
Physical & Presentation	<ul style="list-style-type: none"> ➤ Must be in good health ➤ Must be of smart appearance with excellent personal hygiene standards 	



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Elmgrove Primary School and Nursery are committed to safeguarding the welfare of children and young people and expect all staff to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to an enhanced DBS check.