

Role Profile: School Cleaner



Purpose

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 Operations Manager. Kingscourt School is a very popular, well-organised, well maintained private School in Catherington, PO8 9NJ.

Reporting to: Operations Manager

Hourly Pay: £12.00 per hour – 12.5 hours per week

Location: Kingscourt School, PO8 9NJ

Contract: 52 weeks (Monday to Friday)

Job title: School Cleaner

Key Accountabilities

- 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 Operations Manager and School Caretakers 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 Operations 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.
- Report any Health and Safety issues to the Operations Manager, Teachers, and School Caretakers.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	<p>Ability to work effectively and supportively as a member of the school team</p> <p>Ability to work in an organised and methodical manner</p> <p>Ability to act on own initiative, dealing with any unexpected problems that arise</p> <p>Ability to demonstrate commitment to Equal Opportunities</p> <p>Being physically capable</p> <p>Customer service and sound judgement</p> <p>Efficiency and discretion</p> <p>Honesty and integrity</p> <p>Motivation and flexibility</p> <p>Respect and professionalism</p> <p>Time management and multitasking</p> <p>Understanding and following safety rules</p> <p>Understanding and carrying out set tasks.</p> <p>Understanding of health and safety regulations</p>	
Qualifications		<p>First Aid qualification</p> <p>COSHH Trained</p> <p>Educated to GCSE level with Maths and English at Grades A*-C or equivalent</p>

Experience	Experience of undertaking a range of cleaning duties including, Vacuuming, Dusting, Mopping, Scrubbing, Buffing, disposing of waste, Replenishing consumables	Previous experience of working in Schools would be an advantage
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Key Stakeholders:

Internal – SLT, Staff, Pupils, Parents

External – Cognita School Support Centre

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: