

# ST. MARTIN'S PREP SCHOOL

## SCHOOL CLEANER JOB DESCRIPTION



### Job Role

The School cleaner will work as part of a small team to perform a variety of regular and one-off cleaning tasks and duties as directed by their supervisor/line manager. St. Martin's School is a very successful well-presented, well maintained Independent School.

£8.30 per hour - 10 hours per week 4.15 p.m. – 6.15 p.m.(times vary over School holidays)

### Main Duties & Responsibilities

Purpose: To provide a high standard of hygiene and cleanliness throughout the School.

Responsible to: Caretaker & Headmistress

Main Responsibilities ·

- Be responsible for ensuring the high standard of 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 School Caretaker 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 line 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 School Caretaker and Headmistress

Person Specification Knowledge ·

- Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.
- Knowledge of COSHH and the safe use of chemicals.
- Knowledge of cleaning best practises.

Experience·

- Experience of undertaking a range of cleaning duties
- Vacuuming ·
- Dusting ·
- Mopping ·
- Scrubbing ·

- Buffing ·
- Disposing of waste ·
- Replenishing consumables

### Personal Attributes

- Willingness to clean any area of the school as requested by the supervisor.
- Willingness to take personal responsibility for standard of work carried out.
- Willingness to participate in further training and development opportunities offered by the school, to further knowledge
- Willingness to maintain confidentiality on all school matters
- Will need to be able to manage some heavy lifting
- Work as part of a team

### Skills

- Ability to work effectively and supportively as a member of the school team
- Ability to work in an organised and methodical manner
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to demonstrate commitment to Equal Opportunities
- Being physically capable
- Communication, maths and reading
- Customer service and sound judgement
- Efficiency and discretion
- Honesty and integrity
- Motivation and flexibility
- Respect and professionalism
- Time management and multitasking
- Understanding and following safety rules
- Understanding and carrying out set tasks
- Understanding of health and safety regulations