



ST IVO SCHOOL

## Cleaner

### Job Description

POST TITLE: **Cleaners**  
 HOURS OF WORK: **Part-time, (10 – 15 hours, 39 weeks) (Monday – Friday 3.00pm – 6.00pm)**  
 GRADE: **Scale 1A**  
 SALARY: **Point 6 (£15,014 pro rata)**  
 RESPONSIBLE TO: **Cleaning Supervisor**

#### Job Purpose

Work individually and as part of a team in the provision of a cleaning service within the school to ensure a high standard of quality and customer satisfaction. To comply with procedures set out in the quality assurance system.

#### Principal Accountabilities

- Carry out the cleaning operation within any allocated part of a building or buildings, contributing to the high standard of cleaning provision and compliance with school procedures and all legislative requirements.
- Undertake any work that falls within the range of a cleaning operation which includes dusting, emptying litter bins, picking up litter, sweeping, washing, using chemicals, vacuum cleaning, scrubbing, buffing, polishing, toilet cleaning etc.
- Take due care of any materials or equipment assigned to you. Report faults of equipment as appropriate to the Cleaning Manager.
- Undertake training where appropriate.

### Person Specification

	Essential	Desirable
<ul style="list-style-type: none"> <li>• Education, Qualifications and Training</li> </ul>	Good basic education	
<ul style="list-style-type: none"> <li>• Knowledge and Experience</li> </ul>	Literate (eg able to read instructions)	Awareness of requirements within a cleaning operation (eg health and safety)
<ul style="list-style-type: none"> <li>• Skills and Attributes</li> </ul>	Be a committed and reliable member of our Cleaning Team Able to take and follow instruction	
<ul style="list-style-type: none"> <li>• Special Requirements</li> </ul>		<ul style="list-style-type: none"> <li>• Customer focused</li> <li>• Use of cleaning equipment ie buffing machines.</li> </ul>