**School Cleaner**

The Site Manager and cleaning team as a whole are responsible for maintaining high standards of cleanliness throughout the school. Each cleaner will be part of a team and responsible for an area and will be expected to clean to the frequency and standard set out below and as per work schedules.

**ACCOUNTABLE TO:** Site Manager

**HOURS:**12½ hours per week, term time only (38 weeks) plus additional 60 cleaning hrs. during school holidays, by arrangement with the Site manager.

25 hrs. - Summer

7 hrs. each other holiday (5 x 7 = 35hrs)

Holidays to be taken outside the normal school term dates (i.e., during school holidays). Term dates as per the school website.

**GENERAL PURPOSE OF THE JOB:**

To be responsible to the school Site Manager, who will be responsible for the supervision of the cleaning team and who will oversee the allocation of school cleaning schedules and the provision of cleaning materials and equipment, reporting directly to the Headteacher;

To work as a member of a team and to ensure that high standards of cleanliness and hygiene for staff and pupils are maintained throughout the school;

To be flexible and able to respond to specific cleaning needs in the school if directed by the Site Manager or Headteacher;

To provide a thorough and reliable service to the school.

**MAIN DUTIES:**

Carry out and complete all cleaning tasks in line with work schedules as set out by the Site Manager;

Carry out amended work schedules as required from time to time by the Site Manager in response to school events, needs or staff absence;

Complete designated ‘deep cleaning’ projects during school holidays; Ensure that work is completed to a high standard;

Maintain good time keeping;

Adhere to school and legal regulations regarding health, safety, fire and accident reporting;

Report any general or specific health and safety concerns, defects or accident to the Site Manager promptly;

Handle chemicals and cleaning equipment carefully. Use all cleaning materials and equipment according to the task they are intended for and in accordance with the school Health and Safety policies and COSHH data sheets;

Display a positive and professional attitude around staff and pupils and dress appropriately to be able to carry out duties efficiently;

Participate in all school arranged training to improve personal development and skills;

Implement the provisions of the school’s Safeguarding policy which can be found on the school website.

**PERSON SPECIFICATION:**

Reliable, punctual and hardworking; Good team player;

Willing to assist in the performance of other tasks when required; Pro-active, friendly and professional approach to work;

Keenness to use initiative and be given responsibility; Sense of humour.

**SUPERVISION:**

The post holder will work largely on his/her own initiative subject to the general and specific direction of the Site Manager.

From time to time the Headteacher will carry out spot checks on any aspect of cleanliness he/she feels is appropriate.

**Applications:**

Closing date for applications 12pm on Friday 27th June.

Charles Darwin Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check. Charles Darwin Community Primary School is an equal opportunities employer. We welcome applications from all sections of the community.

For further information regarding this role, please contact [admin@charlesdarwin.cheshire.sch.uk](mailto:admin@charlesdarwin.cheshire.sch.uk)