



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

JOB DESCRIPTION

School Cleaner

Hours of post:	11.25 hours per week , worked Monday - Friday
Contract:	Casual Contract , 42 weeks (39 weeks during school term time, Monday to Friday, plus 3 weeks during closure periods - dates TBC)
Grade:	Grade 1
Reporting to:	Cleaning Supervisor

PURPOSE

To maintain a high standard of hygiene and cleanliness throughout the School.

MAIN RESPONSIBILITIES

- Work as part of a team to perform a variety of regular and one-off cleaning tasks and duties as directed by their supervisor/line manager to maintain excellent standards of cleanliness across the school site.
- Be responsible for ensuring the cleanliness of your designated area, following Health and Safety Guidelines and maintaining consistently high standards, compliance with safe systems of work and general procedural compliance.
- The safe use of chemicals and cleaning materials as instructed by the Cleaning Supervisor/ Site Supervisor following Health and Safety guidelines and the use of Personal Protective Equipment (PPE).
- To operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers, following Health & Safety guidelines.
- To maintain the safe and effective use and secure storage of all cleaning equipment and cleaning cupboards in your charge.
- Be aware of the Health and Safety at Work Regulations and COSHH guidelines.
- To report any health and safety matters, including hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal school operations, immediately to the Cleaning Supervisor and the Site Caretaker/ Site Supervisor.
- 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 Cleaning Supervisor, Site Manager, School Caretakers and other members of staff as required to ensure the cleaning rota operates smoothly around both school events and outside lettings.
- Work as part of a team and support other members of the cleaning team to meet standards and school priorities and to cover for absent colleagues.
- Report cleaning supplies requirements and stock levels to the Cleaning Supervisor.



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PERSON SPECIFICATION

School Cleaner

Factors	Essential or Desirable	Measured by
Experience		
Previous cleaning experience	Desirable	AF/I
Qualifications and Training		
<ul style="list-style-type: none"> Studied to a minimum standard of GCSE [Grade A*–C] or equivalent, in English and mathematics. 	Desirable	C
<ul style="list-style-type: none"> Good standard of numeracy and literacy skills. 	Essential	AF/I
<ul style="list-style-type: none"> First aid awareness/qualification. 	Desirable	AF/I/C
Knowledge and Skills		
<ul style="list-style-type: none"> Knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment, safe working practices. 	Desirable	AF/I/R
<ul style="list-style-type: none"> Ability to operate cleaning equipment including vacuum and floor scrubbing machine/buffers and undertake some heavy lifting as required. 	Desirable	AF/I/R
<ul style="list-style-type: none"> Knowledge of COSHH and the safe use of chemicals, including the dilution of cleaning products. 	Desirable	AF/I/R
<ul style="list-style-type: none"> Knowledge of cleaning best practises. 	Desirable	AF/I/R
<ul style="list-style-type: none"> Attention to detail and work to high standards of cleanliness. 	Essential	AF/I/R
<ul style="list-style-type: none"> Ability to work in a methodical and organised way. 	Essential	AF/I/R
<ul style="list-style-type: none"> Willingness to undertake formal First Aid training and be nominated First Aider for the cleaning team. 	Essential	AF/I
Personal Qualities		
<ul style="list-style-type: none"> Possess strong personal values with a positive and enthusiastic 'can do' attitude. 	Essential	AF/I/R
<ul style="list-style-type: none"> Shows initiative to respond to unexpected situations and an ability to prioritise workload. 	Essential	AF/I/R
<ul style="list-style-type: none"> Punctual and reliable. 	Essential	AF/I/R
<ul style="list-style-type: none"> Ability to work well as part of a team, to support colleagues and ensure excellent services provided at all times. 	Essential	AF/I/R
<ul style="list-style-type: none"> Able to work flexibly to respond to unplanned situations, with flexibility in working hours to meet the needs of the school. 	Essential	AF/I/R
<ul style="list-style-type: none"> Work in other areas of the school as directed. 	Essential	AF/I/R
<ul style="list-style-type: none"> Willingness to participate in further training and development opportunities offered by the school, to further knowledge. 	Essential	AF/I/R
<ul style="list-style-type: none"> Ability to maintain confidentiality on all school matters. 	Essential	AF/I/R

AF – Application Form; I – Interview; C - Certificates