

Job Description – School Cleaner

REPORTS TO: Caretaker / Facilities Manager

ACCOUNTABLE TO: Caretaker / Facilities Manager

GRADE OF POST: B11

JOB PURPOSE: To carry out cleaning and associated duties

MAIN RESPONSIBILITIES AND TASKS

The normal duties of the post holder will usually include the following:

- To be responsible for cleaning certain parts of the school site as allocated by the caretaker (this may vary from time to time)
- To use cleaning materials as instructed by the caretaker
- To spot clean spillages
- To check and close windows, switching off lights after work
- To carry out such other duties as may be allocated from time to time
- Report all defects/hazards immediately to Caretaker or Facilities Manager

Job Requirements		
	Essential	Desirable
Educational achievements, qualifications and training	Able to communicate clearly and follow written and verbal instructions	
Job related knowledge, aptitude and skills	Ability to prioritise work. Ability to manage time effectively	
Equal Opportunities	An understanding of and commitment to equality of opportunity.	
Personal Qualities	Ability to communicate with a wide range of people. Initiative and the ability to work without supervision. Work as part of a team. Be flexible to changing demands of the post. Take pride in a job well done.	Be happy, have a sense of humour
Physical	Must be in good health.	