

Forest Preparatory School



CLEANING STAFF JOB DESCRIPTION

JOB TITLE:	Cleaner
REPORTS TO:	Site Manager
ACCOUNTABLE TO:	Headteacher and Deputy Headteachers
THE ROLE:	To provide a cleaning service for the school. Duties may include working in all types of rooms, including offices, classrooms, hall, corridors, toilets.
SALARY:	£11.44 per hour (35 week permanent contract plus 5.6 weeks paid holiday)
WORKING HOURS:	2.00 p.m.-6.00 p.m. (Term Time). Additional Holiday Hours may be asked.

MAIN RESPONSIBILITIES AND TASKS:

The normal duties will usually include the following:

1. To be responsible for cleaning certain parts of the school site as allocated by the Site Manager and following Health & Safety guidelines
2. The safe use of chemicals and cleaning materials as instructed by the Site Manager following Health and Safety guidelines and the use of Personal Protective Equipment (PPE)
3. To operate cleaning machinery in cleaning soft and hard surfaces, eg. vacuum cleaners and polishers following Health & Safety guidelines.
4. To maintain all School standards of hygiene and safety of all Cleaning equipment and Cleaning Cupboards in your charge.
5. To report any 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 Site Manager.
6. To report any hazards, defects and any relevant factors of breakdowns of equipment that may be detrimental to safe working practices, immediately to the Site Manager.
7. Duties to include the following:
 - Vacuum cleaning hard and soft floors
 - Spot cleaning of spillages
 - Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
 - Emptying and cleaning bins
 - Cleaning toilets including sanitary fittings and surrounds
 - Mopping and spray cleaning hard floor surfaces
 - Wiping and polishing and straightening furniture
 - Replenishing janitorial supplies in toilets, etc
 - Checking and closing windows, switching off lights after work
 - Such other duties as may be allocated from time to time

Notes: During periods when the school is closed, routine cleaning is undertaken throughout the school. This may include high level dusting, wall washing, etc.

Forest Preparatory School is an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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Person Specification Cleaner

	Essential	Desirable
Educational achievements, qualifications and training	<ul style="list-style-type: none"> ◆ Able to communicate clearly and follow instructions. 	
Job related knowledge, aptitude and skills	<ul style="list-style-type: none"> ◆ Ability to prioritise work ◆ Ability to manage time effectively. 	
Equal Opportunities	<ul style="list-style-type: none"> ◆ An understanding of and commitment to equality of opportunity. 	
Personal Qualities	<ul style="list-style-type: none"> ◆ 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. 	<ul style="list-style-type: none"> ◆ Positive outlook ◆ Good sense of humour.
	<ul style="list-style-type: none"> ◆ Must have high standards of cleanliness 	
Physical	<ul style="list-style-type: none"> ◆ Must be able to meet the physical demands of the role. 	

Further Information

Up to date information including policies and procedures may be found on our website, www.forestschoool.co.uk

Should you wish to discuss any of the detail contained within this document please contact the School Office on 0161-980-4075.

How to Apply

To apply, telephone the school office on 0161-980-4075 and to receive an application form from our

Please post completed forms to the following address:-

Forest Preparatory School
Moss Lane
Timperley
Altrincham
Cheshire
WA15 6LJ

Alternatively, completed forms may be emailed to **office@forestschool.co.uk** (no agencies, please) or handed in person.

Please apply as soon as possible as applications will **be considered upon receipt**; we reserve the right to interview/appoint before the closing date. **Closing Date: TBC.**

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.

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