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| **POST TITLE:** | **CLEANER** |
| **GRADE / SALARY:** | **SCALE 1 Pt 1** |
| **LINE MANAGER:** | **CLEANING SUPERVISOR**  |
| **HOURS:** | **10 HOURS PER WEEK** |
| **WEEKS:** | **52 WEEKS A YEAR** |
|  **Job Purpose**  To ensure a high level of cleanliness in all areas and help to provide a suitable working environment for the students and staff at Highams Park School. |
|  **Main Duties*** To carry out cleaning in all and any areas of the school as directed by the Cleaning Supervisor or Site Manager.
* To ensure that toilets, for students and staff, are equipped with adequate toilet paper, soap and hand drying facilities.
* To undertake training in the correct use of cleaning equipment such as floor machines, Vacs, wet pick-ups; in health and safety and the use of cleaning chemicals.
* Frequently and regularly updating notices around the school when cleaning has been completed.
* To notify the Cleaning Supervisor or Site Manager of any damage to buildings and equipment or of anything you see that may be dangerous to students and/or staff.
* To assist as necessary with the cleaning up after break-in or vandalism at the school.
* To demonstrate a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
* To undertake any other duties, appropriate to the grade, which may be required, as directed by the Principal.

 **Person Specification** **Essential*** Reliability and a strong work ethic
* Good timekeeping and a commitment to working as part of a team
* Flexibility and a willingness to help others
* Able to operate on own initiative to ensure a clean and safe environment
* Understanding of safeguarding and professional boundaries when working with children

 **Desirable*** Understanding of COSSH, safe use of cleaning chemicals and materials
* Previous cleaning experience
* Previous work in a school
* Basic first aid
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