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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 | |