Nene Way
St. Ives, Cambs.
PE27 3WF
www.wheatfields.cambs.sch.uk
01480 466919 (Primary)
01480 494960 (Preschool)

Wheatfields
Primary School & Preschool

Mrs Emma Verney-Davies
Headteacher
Mrs Gemma Edwards
Deputy Headteacher
Mrs Debbie Adams
Preschool Manager

School Cleaner

Job Description

Job title: School Cleaner

The School Cleaner will work as part of a team to perform a variety of regular and one-off cleaning tasks and duties as directed by theor line manager. Wheatfields Primary School is a well-presented, well maintained primary School.

Purpose:

To provide a hgh standard of hygiene and cleanliness throughout the school

Responsible to:

Premises Manager

Main responsibilities:

- Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards
- Take initiative to perform cleaning and tidying tasks that are not specifically within the rota but require attentionas part of maintaining overall high standards
- Report cleaning supplies requirements and stock levels to the Premises Manager
- Ensure Health & Safety, quality and general procedure compliance
- Work as part of a team and support other members of the cleaning team to meet standards and school objectives
- Report any Health and Saftey issues to the Premises Manager or the School Business Manager

Person Specification

Knowledge

- Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilutionof cleaning materials
- Knowledge of COSSH and the safe use of chemicals
- Knowledge of cleaning practises

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Experience

- Experience of undertaking a range of cleaning duties
- Vacuuming
- Dusting
- Mopping
- Scrubbing
- Buffing
- Disposong of watste
- Replenishing consumables

Personal attributes

- Work well as part of a team
- Willingness to clean any area of the school as requested by the Premises Manager
- Willingness to take personal responsibility for standard of work carried out
- Willingness to participate in further training and development opportunities offered by the school, to further knowledge
- Willingness to maintain confidentiality on all school matters
- Will need to be able to manage some heaviy lifiting

Skills

- Ability to work effectively and supportively as a member of a school team
- Ability to work in an organised and methodical manner
- Ability to act on own initiative, dealing with unexpected problems that may arise
- Ability to demonstrate commitment to Equal Opportunities
- Being physically capable
- Communication, math and reading
- Honesty and integrity
- Motivation and flexibility
- Repsect and professionalism
- Time management and multitasking
- Understanding and following safety rules
- Understanding and carrying out set tasks
- Understanding of health and safety regulations