**After-School Cleaner**

**Job Description**

**Reports to:** School Office Manager

**Salary:** £12.08 per hour

**Contract type:** Permanent, All Year Round

**Hours:** Monday to Friday, 3:00pm – 6:30pm, hours are negotiable during the school holidays.

**Location:** Sutherland House School, Nottingham

# Job purpose:

To ensure the school is compliant with cleanliness as per the health and safety regulations.

# Key responsibilities and accountabilities:

* To ensure that a high level of cleanliness is maintained throughout the academy on a daily basis
* Each cleaner will be responsible for an area and will be expected to clean to the frequency and standards set out by the school
* To use cleaning materials appropriately, as instructed, and economically and inform your line manager
* To ensure that tools and equipment are in good working order, reporting any faults to your line manager
* Empty and clean bins and remove waste to designated area
* Clean internal glass and internal and external door glass
* Vacuum and spot clean carpeted areas and wash or mop all other floors
* Spot clean any spillages
* Dust and clean fixtures and fittings
* Regularly clean toilets, hand basins and toilet areas and replenish toiletries as required
* Use electrical and mechanical equipment from time to time, including floor polishers, etc. after appropriate training
* Report any defects seen which are likely to affect security i.e. broken/cracked window, etc. to your line manager
* Use all cleaning materials in accordance with manufacturers printed instructions and COSHH regulations
* Be aware of Health & Safety in relation to themselves and others
* Take initiative to perform cleaning and tidying tasks that are not specifically contained within the Rota but require attention as part of maintaining overall high standards

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the head teacher.

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Willingness to undertake training as required |  |
| **Experience** |  | * Experience of working in the cleaning industry * Experience in a customer focused role * Experience of undertaking a range of cleaning duties * Awareness of Health & Safety Regulations relating to cleaning materials and equipment |
| **Knowledge and understanding** | * Work individually with limited supervision * Work as part of a team effectively and supportively * Able to communicate clearly and follow instructions * Able to maintain confidentiality * Able to manage time effectively * Able to use initiative to deal with unexpected problems |  |
| **Skills and attributes** | * Well organized and methodical approach to work * Good attention to detail * Desire to deliver a high-quality service to customers * Flexibility in response to the changing demands of the post * Able to manage some lifting and carrying * Willingness to take responsibility for standard of work |  |
| **Equal opportunities & Safeguarding** | * A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity |  |

The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.