

**HESTON COMMUNITY SCHOOL
JOB DESCRIPTION**



JOB TITLE: School Cleaner

POST GRADE: Scale 4 Pt 18-21 (Pro-Rata)

HOURS: Part Time - 10hrs Per Week
(Term Time Only, 39 weeks)

LOCATION: London Borough of Hounslow

REPORTING TO: Cleaning Supervisor

LINE MANAGEMENT: Site Manager

MAIN PURPOSE OF THE JOB:

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 their supervisor/line manager. Heston Community School is a very successful well-presented maintained Secondary School. To Provide a high standard of hygiene and cleanliness throughout the School.

RESPONSIBLE TO:

Cleaning Supervisor, Site 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 contained within the rota but require attention as part of maintaining overall high standards.
- Liaise with Supervisor, Site Manager and School Caretakers and other members of staff as required to ensure the cleaning rota operates smoothly around both school events and outside lets.
- Report cleaning supplies requirements and stock levels to the line manager.
- Ensure Health and Safety, quality and general procedure compliance.
- Work as part of a team and support members of the cleaning team to meet standards and school objectives.
- Report any Health and Safety issues to the Supervisor, Site Manager and School Caretakers.

PERSON SPECIFICATION:

Knowledge

- Some knowledge of Health and Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.
- Knowledge of COSHH and the safe use of chemicals.
- Knowledge of cleaning best practices.

Experience

- Experience of undertaking a range of cleaning duties.
- Vacuuming
- Dusting
- Mopping
- Scrubbing
- Buffing
- Disposing of waste
- Replenishing consumables

Personal Attributes

- Willingness to clean any area of the school as requested by the Supervisor.
- Willingness to take personal responsibility for standard of work carried out.
- Willingness to participate in further training and development.
- Willingness to maintain confidentiality on all school matters.
- Work as part of a team.

Skills

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