

Inspiring Children to shine

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Hardwicke Parochial Primary Academy  
Poplar Way  
Hardwicke  
Gloucester  
GL2 4QG

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*'walk as children of light'*

### School Cleaner

Hours: 10 hours per week (term time only)

Grade: TBC

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. Hardwicke Parochial is a successful well-presented, well maintained Primary School.

**Purpose:** To provide a high standard of hygiene and cleanliness throughout the School.

**Responsible to:** Cleaning Supervisor, Site Manager

#### Main Responsibilities

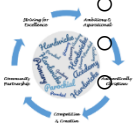
- Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
- Liaise 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 & 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 Safety issues to the Supervisor, Site Manager and School Caretakers

#### Person Specification Knowledge

- Some knowledge of Health & 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 practises.

#### 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 opportunities offered by the school, to further knowledge
- Willingness to maintain confidentiality on all school matters
- Will need to be able to manage some heavy lifting
- Work as part of a team Skills
- Ability to work effectively and supportively as a member of the school team
- Ability to work in an organised and methodical manner
- Ability to act on own initiative, dealing with any unexpected problems that arise

### **Equal Opportunities**

- Being physically capable
- Communication, math and reading
- Customer service and sound judgement
- Efficiency and discretion
- Honesty and integrity
- Motivation and flexibility
- Respect and professionalism
- Time management and multitasking
- Understanding and following safety rules
- Understanding and carrying out set tasks
- Understanding of health and safety regulations