



Oak Tree School

Truro Business Park, Threemilestone, Truro, Cornwall TR4 9NH

T 01872 264 221 E oaktreeschool@acorncare.co.uk

www.oaktreeschoolcornwall.co.uk

Job Description: School Cleaner

Reports to: Headteacher, Deputy Headteacher
The post holder will be expected to liaise with staff across the organisation to ensure a consistency of approach regarding standards, support, transition and quality of provision.

Review and Amendment:

This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Headteacher and the post holder.

Purpose of the job:

The School cleaner will perform a variety of regular and one-off cleaning tasks and duties as directed by the Headteacher.

Main Duties:

- To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of: - cupboards, radiators, shelves and fittings
- Empty waste bins or similar receptacles, transporting waste materials to designated collection points
- To replenish consumable items (soap, toilet rolls, paper towels) if required
- To undertake wall washing/painting and inside window pane cleaning
- To clean toilets, urinals, hand basins and sinks, showers
- Be responsible for ensuring the cleanliness of the school and for maintaining high and consistent standards
- Be responsible for the washing and drying of equipment (such as towels, tea towels)
- Be responsible for the organisation of student kit (swimming costumes, lost property)
- Vacuum rugs and carpets and remove stains using brushes and cleaners

General Responsibilities:

- Take initiative to perform cleaning and tidying tasks that are not specifically mentioned but require attention as part of maintaining overall high standards





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- Be responsible for ensuring the cleanliness of the school and for maintaining high and consistent standards
- Report cleaning supplies requirements and stock levels to the line manager
- Ensure Health & Safety, quality and general procedure compliance
- Work to meet school standards and objectives
- Termly cleaning of the cooker, upholstery/carpet cleaning, painting of walls and deep clean of specific rooms
- To report any breakages, faulty equipment or Health and Safety issues to the line manager

Person Specification Knowledge:

- Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials

Experience:

- Experience of undertaking a range of cleaning duties

Personal Attributes:

- Willingness to clean any area of the school as requested
- 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

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
- Ability to demonstrate commitment to Equal Opportunities
- Has an understanding of Health and Safety law and Premises Management





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We are committed to safeguarding children and the successful applicant will be required to undertake an enhanced criminal records disclosure check.



Registered Office: 1 Merchants Place, River Street, Bolton BL2 1BX
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