



LOCKERS PARK SCHOOL
LOCKERS PARK LANE HEMEL HEMPSTEAD. HP1 1TL

JOB DESCRIPTION - SCHOOL CLEANER

REPORTS TO: School Bursar

DAYS / HOURS: Shifts are generally 4 hours in length, or 3 hours within the Pre-Prep. Monday to Friday. Hours can be early morning - 5am onwards, or within the Pre-Prep can be early morning 5am onwards, or alternatively within the evening; commencing 6.00pm onwards. The flexibility to work on 3 x Saturday Open Mornings per year is desirable - if the post-holder works mornings.

RATE OF PAY: £8.91 per hour (25 and over)

PURPOSE OF THE JOB: To provide a complete cleaning service within our school buildings. Duties will include; cleaning classrooms, halls, corridors, toilets, doors, and within the Pre-Prep a small kitchen area.

MAIN RESPONSIBILITIES AND TASKS:

The main responsibilities of the post holder will be:

1. To be responsible for all cleaning within those designated areas allocated.
2. To use cleaning materials as provided.
3. To operate cleaning machinery in cleaning soft and hard surfaces, eg. Vacuum cleaners and, occasionally, polishers.
4. Duties to include the following:
 - Vacuum cleaning hard and soft floors
 - Cleaning toilets including tap fittings and surrounds etc.
 - Mopping and spray cleaning hard floor surfaces
 - Dusting, damp wiping, washing or polishing the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fittings
 - Undertake occasional wall washing or inside window pane cleaning, washing/polishing door glass.
 - Emptying & cleaning waste bins
 - Replenishing consumable items (soap, toilet rolls, paper towels) as required
 - Checking and closing windows, switching off lights & un-setting / setting of alarms may be required
 - Reporting defects / hazards as required
 - Such other duties as may be allocated from time to time

Notes: During periods when the school is closed, routine deep cleaning is undertaken and applicants will be expected to have the flexibility to work within other areas of the School.

Lockers Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



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Person Specification – School Cleaner

	Essential	Desirable
Educational achievements, qualifications and training	<ul style="list-style-type: none"> ◆ Able to communicate clearly and follow instructions ◆ Agreement to undertake a Disclosure & Barring check 	
Job related knowledge, aptitude and skills	<ul style="list-style-type: none"> ◆ Ability to prioritise work and work in an organised manner ◆ Ability to manage time ◆ Willing to undertake training course that are relevant to the duties of the post or are required for Health and Safety reasons ◆ Willingness to maintain confidentiality on all school matters 	<ul style="list-style-type: none"> ◆ Experience of cleaning ◆ Some knowledge of Health & Safety within the workplace
Equal Opportunities	<ul style="list-style-type: none"> ◆ An understanding of and commitment to equality of opportunity 	
Personal Qualities	<ul style="list-style-type: none"> ◆ Ability to communicate with a wide range of people ◆ Initiative and the ability to work without supervision ◆ But also to work as part of a team ◆ Be flexible to changing demands of the post ◆ Take pride in a job well done ◆ Willingness to work flexibly on occasions 	<ul style="list-style-type: none"> ◆ Be happy, have a sense of humour
Physical & Presentation	<ul style="list-style-type: none"> ◆ Must be in good health ◆ Must be of smart appearance with excellent personal hygiene standards 	

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