



**WESTHOLME  
SCHOOL**  
100 YEARS 1923-2023  
Unrivalled Holistic Excellence



## Job Description

**Job title:** Cleaner  
**Salary:** £10.73 per hour  
**Hours:** 15 hours per week  
**Responsible to:** Cleaning Manager

### Role Summary:-

Under the direction and instruction of the Cleaning Supervisor, to undertake the cleaning of designated areas within the School premises to ensure they are kept clean and hygienic condition to the agreed quality standards

### Key Duties:-

- Cleaning including closure cleaning;
- Sweeping, vacuum cleaning and mopping of floors;
- Emptying litter bins;
- Polishing and dusting of surfaces and fixtures and fittings;
- Cleaning of changing rooms, toilets and shower facilities, including replenishment of paper towels, toilet rolls and other disposables;
- Using appropriate powered equipment e.g. floor buffer;
- To notify Supervisor of staff, of any damage to buildings and equipment or anything you see that may be dangerous to pupils or staff;
- To inform Supervisor of matters requiring attention e.g. light bulb replacement, blocked toilets etc;
- To inform Supervisor when there is low stock of cleaning materials and other disposables etc;
- To undertake training in the correct use of cleaning equipment as appropriate;
- Additional cleaning for one-off occasions i.e. Open Evenings, Visits etc.
- General
- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures;
- To participate in the School's appraisal scheme where appropriate;
- The duties may be varied by the Commercial Director to meet changed circumstances in a manner compatible with the post held.

The School is able to provide a collection and drop of point for successful candidates.

## Person Specification - Cleaner

Requirements	Essential (E) or desirable (D)	To be identified by: application form (A), interview (I)
<p><b>Experience</b></p> <p>Experience of working as a cleaner</p> <p>Experience of using powered equipment (e.g. floor buffer)</p> <p>Full driving licence</p>	<p>D</p> <p>D</p> <p>D</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p>
<p><b>Knowledge, skills and abilities</b></p> <p>Ability to work as part of a team</p> <p>Flexible attitude to work</p> <p>Ability to work in an organised and methodical way</p> <p>Awareness of Health &amp; Safety issues</p> <p>Awareness of CoSHH</p> <p><i>Good interpersonal skills</i></p> <p><i>Positive approach to customer care and service delivery</i></p> <p><i>Commitment to undertaking relevant training and development</i></p>	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A</p> <p>A</p> <p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p><b>Other</b> (including special requirements)</p> <p>1. Commitment to safeguarding and protecting the welfare of children and young people</p> <p>2. Commitment to equality and diversity</p> <p>3. Commitment to health and safety</p> <p>4. Willingness to work occasionally outside of contracted hours (<i>e.g Parents evenings, lettings</i>)</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p>