



St. Mark's C of E Junior School

Part time cleaner

We are looking for a part time cleaner to join our friendly and dedicated site team.

The role is for 2 hours per day, which depending on the day can be done either 6am-8am, or 4pm-6pm.

Tasks include :

- Working as part of a team the site team to maintain high and consistent standards of cleanliness
- Complying with policies and procedures relating to Safeguarding, Health and Safety, Security and Confidentiality, reporting all concerns to an appropriate person to ensure pupil and staff wellbeing
- Reporting cleaning supply requirements to the Line Manager.

Job Description

Post: Cleaner

Grade: 2 – Point 3

**Working Hours: Casual
Hours : 2 hours per day**

Job Purpose

To work as part of a team to perform a variety of regular and one-off cleaning tasks and duties to ensure the premises are kept in a clean and hygienic condition.

Main Duties and Responsibilities

- Be responsible for ensuring the cleanliness of designated areas and maintain 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 the maintaining overall high standards.
- Liaise with the Line Manager and other members of staff as required to ensure the cleaning rota operates smoothly around school events and outside lettings.
- Report cleaning supply 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 other members of the cleaning team to meet standards and school objectives.
- Keep time sheets, signing in and out accurately.

Responsibilities to the School

- To contribute to the overall work and ethos of the school, supporting the values.

