



Highams Park School

An independent state funded Academy

Principal - Mr N Armsby BA (Hons), MA, PGCE, NPQH

34 Handsworth Avenue
Highams Park
London E4 9PJ

Phone: 020 8527 4051
enquiries@highamsparkschool.co.uk
www.highamsparkschool.co.uk

POST TITLE:	CLEANER
GRADE / SALARY:	SCALE 1 - Pts 2-3
LINE MANAGER:	CLEANING SUPERVISOR
HOURS:	10 HOURS PER WEEK
WEEKS:	52 WEEKS A YEAR

Job Purpose

To ensure a high level of cleanliness in all areas and help to provide a suitable working environment for the students and staff at Highams Park School.

Main Duties

- To carry out cleaning in all and any areas of the school as directed by the Cleaning Supervisor or Premises Manager including but not limited to:
 - Vacuum/sweep/mop floors
 - Empty and clean bins
 - Wiping/polishing furniture
 - Replenishing cleaning supplies
 - Cleaning of spillages
 - Cleaning toilets and washrooms

- To ensure that toilets, for students and staff, are equipped with adequate toilet paper, soap and hand drying facilities.
- To undertake training in the correct use of cleaning equipment such as floor machines, Vacs, wet pick-ups; in health and safety and the use of cleaning chemicals.
- Frequently and regularly updating notices around the school when cleaning has been completed.
- To notify the Cleaning Supervisor or Premises Manager of any damage to buildings and equipment or of anything you see that may be dangerous to students and/or staff.
- To assist as necessary with the cleaning up after break-in or vandalism at the school.
- To demonstrate a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- To undertake any other duties, appropriate to the grade, which may be required, as directed by the Principal.



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Person Specification

Essential

- Reliability and a strong work ethic
- Previous cleaning experience
- Good timekeeping and a commitment to working as part of a team
- Flexibility and a willingness to help others
- Able to operate on own initiative to ensure a clean and safe environment
- Understanding of safeguarding and professional boundaries when working with children

Desirable

- Understanding of COSHH, safe use of cleaning chemicals and materials
- Previous work in a school
- Basic first aid