



Blundell's

FOUNDED 1604

WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Cleaner
Department: Porters
Report to: Head Porter
Date: September 2023

ROLE

To clean various areas of the School, as allocated by the Head Porter, Deputy Head Porter or Senior Porter

SUMMARY OF DUTIES

- Sweeping and mopping all hard floors
 - Dusting and/or cleaning all surfaces
 - Vacuuming all carpeted areas
 - Cleaning carpets with machines when required
 - Cleaning all appropriate areas with suitable disinfectants/protective substances etc.
 - Disposing of all rubbish and recycling
 - Report any defects or faults to line manager, particularly those items that may endanger children, staff and visitors
 - Comply with all Health & Safety procedures
 - Undergo any training as required
 - Carry out additional work, such as 'Spring Cleaning' or other deep cleaning during school holidays.
 - Any other duties as reasonably directed by line manager.
-

PERSON SPECIFICATION

Essential Qualifications and Experience

- Whilst no formal qualifications are required, a keen eye for detail and a strong commitment to maintaining our high standard of hygiene and cleanliness is expected.
- Good time keeping and reliability.
- The ability to work alone as well as part of a team.
- Good sense of humour

Desirable

- Previous school cleaning experience is desirable but not essential as full training will be given

This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

Please sign to acknowledge receipt of job description.

Signature: _____

Employee Name: _____

Date: ___ / ___ / ___