



St Mark and All Saints

*'Together we care, learn and achieve'
In the name of Jesus, The Good Shepherd
C of E Primary School*



01483 422924

info@stmarkallsaints.uk

www.saintmarkallsaints.uk

Franklyn Road, Godalming, Surrey, GU7 2LD

Job Description

School Name:	St Mark and All Saints C of E Primary School
Job Title:	Cleaner
Reports To:	Premises Manager
Contractual Status:	Permanent, part time
Hours:	Monday – Friday 2hrs per day (10hrs per week) starting at 3:30 – 5:30pm (term time only)
Pay:	Grade B1
Role Summary:	
<ul style="list-style-type: none"> To provide efficient and effective cleaning support to the school, including ensuring that the security and general appearance of the building and surroundings are maintained in accordance with the required standards. 	
Key Tasks and Activities:	
Cleaners are required to undertake the following duties as directed by the Site Manager using the prescribed methods and frequencies in line with the requirements of the cleaning specification and safe working procedures.	
Organisation	
<ul style="list-style-type: none"> Emptying waste bins or similar receptacles, transporting waste material to designated collection points Sweeping floors with brushes or dust control mops Mopping floors with wet or damp mops Suction clean carpeted areas and “spot” cleaning carpets Using electronically powered scrubbing / polishing / vacuuming machines to scrub, polish, spray and clean floors (after receiving proper instruction and training) Dusting, damp wiping, washing or polishing the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fitments Replenishing consumable items (soap, toilet rolls, paper towels) if required Cleaning toilets, urinals, hand basins, sinks, showers and drinking fountains 	



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- Using chemical agents as directed by the Premises Manager in the discharge of cleaning operation or maintenance procedures (after receiving proper instruction and training)
- Undertaking wall washing or inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes
- Cleaners employed in cookery areas are required to clean cookers and work surface areas
- Reporting to Premises Manager any maintenance requirements e.g. light bulb replacements, leaking wash basins etc.

Administration

- Keeping a check on cleaning stock levels and inform the Caretaker of low stock levels (eg. cleaning products)
- Carrying out routine administrative tasks required from time to time e.g. checking off cleaning tasks on daily cleaning specification sheets

Resources

- Operating relevant equipment safely
- Maintaining tidy and organised work spaces and storage areas
- Checking equipment / machinery used and ensure health and safety guidelines are adhered to
- Providing support to other staff as requested and in accordance with own training / skill parameters

General

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

General Information

Equality of Opportunity

- As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
- Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and



THE GOOD SHEPHERD TRUST
Diocese of Guildford
TRANSFORMING SCHOOLS
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Godalming Learning Partnership

Executive Headteacher: Mr Mark Richards

Head of School: Mrs Caroline Mallett



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	equal treatment of all colleagues, children, parents and visitors.
Confidentiality and Data Protection	<ul style="list-style-type: none"> To treat all information acquired through employment, both formally and informally, in strict confidence. To be aware of the school's responsibilities under the Data Protection Act for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this. To be aware of the school's Child Protection Policies and procedures
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> Undertake any other duties as reasonably required by the Headteacher Be courteous to colleagues and pupils and provide a welcoming environment to parents and other visitors Participate in the ongoing development, implementation and monitoring of the business plans. Attend regular meetings as required and make a positive contribution during meetings.

Person Specification	
Experience	<ul style="list-style-type: none"> Experience of cleaning in a business/ retail environment advantageous
Skills & Qualifications	<ul style="list-style-type: none"> Ability to competently use industrial cleaning equipment e.g. rotary washer, buffing machine and scrubber drier or willingness to learn Excellent attention to detail and cleaning to a high standard Excellent time keeping Ability to deal with staff, pupils, parents, visitors in a professional and helpful manner Basic health and safety qualifications advantageous Experience of working with risk assessments and safe standards of work advantageous Excellent verbal communication skills