



HIGHGATE

PRIMARY SCHOOL

Post Title: Cleaner
Grade: NJC Scale 1 SCIA approx £8,100 pa
Hours: 15 Hours per week all year round (term time hours of work 3.45pm to 6.45pm)
Line Manager: Phase Leader

Purpose of job

To keep the school to a high standard of cleanliness and hygiene and thereby to contribute to the learning environment.

General duties: vacuuming, dusting, mopping, scrubbing, buffing, disposing of waste, replenishing consumables and other duties as required.

Main duties

1. Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards.
2. Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
3. Liaise with Phase Leader, Site Manager and School Business Leader and other members of staff as required to ensure the cleaning rota operates smoothly around both school events and outside lets.
4. Report cleaning supplies and equipment requirements, stock levels and any defective equipment to the Site Manager.
5. To report broken windows, failed light bulbs, health and safety hazards etc to the Site Manager.
6. Ensure compliance to Health & Safety Legislation and adhere to quality and general procedures and processes.
7. Work as part of a team and support other members of the cleaning team to meet standards and school objectives.
8. Report any Health and Safety issues to the Site Manager and have some knowledge of Health & Safety Regulations relating to the operation of cleaning equipment and the dilution of cleaning materials.



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9. To damp dust and/or wipe surfaces (desks, benches, chairs etc) ensuring that they are cleaned of paints, glue, other sticky substances, clay sand, water etc.
10. To sweep hard floor surfaces and vacuum clean carpets, dealing as necessary with spillages etc.
11. To mop and wash floors as necessary, depending on the use to which the area has been put and the nature of the surface (concrete, lino, tile, woodblock).
12. To clean toilets, including lavatory pans, hand basins and fixtures and fittings using cleaning fluids and disinfectant as appropriate and in accordance with safe working practices.
13. To clean and scour sinks and hand basins and report blockages to the Site Manager.
14. To remove small well mats weekly, cleaning the wells and cleaning and replacing the mats.
15. To wash and disinfect waste paper bins.
16. To wash walls and dust to a height reached from the floor, doors, furniture and shelves.
17. To clean and polish glass in doors and partitions as and when required.
18. To use cleaning machinery on a regular basis.
19. To take direction from Phase Leader to prioritise work on a daily basis.
20. At the end of each shift, to put away own materials and equipment in store cupboard ensuring that the equipment is clean.
21. Individually or with the help of other cleaners and/or Premises staff, to move furniture, roll carpets etc, to make it possible to clean and maintain floors.
22. To cover for any absent colleagues.
23. To carry out deep clean in the school holiday.



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Professional Protocol/Expectations

Skills and Attributes

- Ability to work effectively and supportively as a member of the school team
- Ability to work in an organised and methodical manner
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to demonstrate commitment to Equal Opportunities
- Being physically capable, able to manage some heavy lifting
- Customer service and sound judgement
- Efficiency and discretion
- Honesty and integrity
- Motivation and flexibility
- Respect and professionalism
- Time management and multitasking
- Understanding and following safety rules
- Understanding and carrying out set tasks
- Understanding of health and safety regulations
- Have full working knowledge of relevant policies/procedures/codes of conduct and awareness of relevant legislation.

People Skills

- Ability to communicate effectively, take an active part in being part of an effective team with peers.
- Operate in a manner that promotes equality of opportunity and collaborative working; being aware of the requirement to deliver non-discriminatory services and to promote great equity for those that are disadvantaged.

Personal Style and Behaviours

- Willingness to clean any area of the school as requested by the Line Manager
- Willingness to take personal responsibility for standard of work carried out.
- Willingness to participate in further training and development opportunities offered by the school, to further knowledge
- Willingness to maintain confidentiality on all school matters
- Personal and professional demeanour which generates credibility and confidence amongst Senior Leadership Team, Governors, staff, parents, children, external partners and all other stakeholders
- With the Line Manager able to set and meet personal priorities, objectives and deadlines while maintaining a focus on assisting with the delivery of School's key priorities/accountabilities
- Have a flexible approach to acquire new skills and demonstrate a strong commitment to training/continuous professional development for self.

Data Protection

- Understanding of the requirements of the Data Protection and Freedom of Information Acts and the School's legal responsibilities in these areas.

