



## THORNLEIGH CAMPHILL COMMUNITIES

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### JOB DESCRIPTION

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- 1. Job Title:** Part Time Cleaner
- 2. Responsible to:** Cleaning Supervisor

#### **JOB PURPOSE:**

To provide effective and good quality cleaning support within a school environment for our pupils, visitors and staff.

The work requires the post holder to clean in a diverse location comprising indoor swimming pool, gym, therapy buildings, school buildings and administration building.

#### **MAIN DUTIES:**

Reporting to the Head of Resource the post holder will regularly carry out the following:

1. Identify and make request for resources needed to undertake work
2. Carry out cleaning which conforms to national health and hygiene standard expectations
3. Clean floors, walls and tiles.
4. Clean furniture, fittings and vertical surfaces. Clean carpets and soft furnishings when appropriate.
5. Clean toilets, baths, showers and washrooms.
6. Dust surfaces and ensure removal of cobwebs
7. Maintain a high standard of cleanliness throughout the site.
8. To complete all appropriate records/documentation required.

9. To keep external areas of the school looking clean and tidy by removing litter and clearing of leaves in doorways.
10. Use of appropriate equipment, including buffing machine for the floors, ensuring the best outcome for cleaning is achieved.

**PERSON SPECIFICATION FOR PART TIME CLEANER:**

1. A good standard of education
2. Good communication skills
3. Close attention to detail and a good quality level of cleaning
4. A self-starter with a can do attitude
5. Able to work on his/her own initiative but also take instruction
6. Ability to work at a fast and efficient pace with limited supervision to execute daily tasks as instructed in a timely, trusted manner.
7. Ability to observe all Health and Safety policies for personal and all other visitors/members of staff on site
8. Motivated and enthusiastic
9. Willingness to train to preferred standard of Health and Hygiene regulations

**QUALIFICATIONS AND EXPERIENCE:**

Full training will be given

Relevant experience in a role which compliments these national standards.

The successful candidate will work to Health and Safety School and National standards and regulations.

**Desirable**

Experience of working in a similar role, which focuses on cleaning building interiors with differing environmental ranges.

Preferably experienced in health and safety, COSHH and manual handling

Experienced cleaner, preferably in industrial cleaning.