



Job Description	
The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the role:	<p>Job Title: Cleaner</p> <p>Location: Pilgrims Pre-Preparatory School, Brickhill Drive, Bedford, MK41 7QZ</p> <p>Line Manager: Cleaner Supervisor/Deputy Estates Manager</p> <p>Hours: 3 hours per week 6pm – 9pm, Monday to Friday, annually</p>
Main duties and responsibilities:	<p>General duties</p> <ul style="list-style-type: none"> • Vacuum clean all carpet areas – offices, corridors, classrooms, etc • Wipe clean classrooms and all equipment within them • Dust surfaces • Empty waste and recycling bins and remove waste sacks to disposal area • Clean and polish any metal work • Wipe clean woodwork, light switches and surrounds • Clean and de-scale all shower fittings and rose heads • Mop floors • Ensure working methods comply with current legislations – such as COSHH, documentation, storing and use of equipment • Carry out the duties of a keyholder on an ad-hoc basis, as required <p>You may also be required to undertake such other comparable duties as required by the Cleaning Supervisor, Deputy Estates Manager, Estates & Facilities Manager or Headteacher.</p>

This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment with appropriate discussion.



Person Specification The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications		COSHH training certificate First Aid qualification	Certificates
Experience	Experience of working in a similar role	Previous experience working in a school	Application form Interview References
Knowledge & Skills	Good standard of written English and numeracy Good verbal communication skills Good organisational skills Team player but able to work independently Good knowledge of cleaning machinery and materials	Good knowledge of Health and Safety and COSHH regulations	Interview References
Personal competencies and qualities	Ability to use initiative and work flexibly Ability to adapt to changing situations Good communicator		Interview References