



## **Job Description: St. Mark's C.E. Primary School Cleaner**

**Location:** St. Mark's C.E. Primary School, Talbot Village, Bournemouth, BH10 4JA

**Position:** Cleaner

**Reports To:** Site Manager

**Hours:** 15 per week, Monday to Friday 3pm-6pm

**Salary:** Grade 2 / SP 4

**Job Purpose:** To ensure that the school premises are maintained in a clean and hygienic condition, providing a safe and pleasant environment for students, staff, and visitors.

### **Key Responsibilities:**

- Clean designated areas of the school, including classrooms, corridors, staff rooms, and toilets.
- Vacuum carpeted areas and mop hard floors.
- Dust and polish furniture, ledges, pipes, and paintwork.
- Empty and clean bins, ensuring waste is disposed of correctly.
- Clean and disinfect toilets, sinks, and other sanitary fittings.
- Replenish toiletries and other supplies as needed.
- Report any maintenance issues or hazards to the Site Manager.
- Ensure all cleaning equipment and materials are used and stored safely.
- Follow health and safety guidelines, including the use of personal protective equipment (PPE).
- Participate in deep cleaning tasks during school holidays.

### **Essential Requirements:**

- Previous experience in a cleaning role.
- Knowledge of cleaning chemicals and supplies.
- Ability to work independently and as part of a team.
- Good time management skills and punctuality.
- Basic understanding of health and safety regulations.
- Ability to follow instructions and complete tasks to a high standard.
- Good communication skills in spoken English.



**Desired Attributes:**

- Experience in a school or similar environment.
- Familiarity with the use of industrial cleaning equipment.
- Demonstrable history of maintaining high standards of cleanliness.
- Flexibility to work additional hours during school holidays.
- Positive attitude and willingness to undertake training.