**Victoria Drive Primary Pupil Referral Unit**

**78 Victoria Drive**

**Southfields**

**SW19 6HR**

 **Cleaner**

**Job Description - School Cleaner**

**Hours: 8 hours per week (Tuesday – Friday) 6:30am – 8:30am or 3:30-5:30pm**

**Term time plus 1 week school holiday deep clean (Summer Holidays)**

**Scale: 2 Point: 4**

**Salary: £5,998.36 (actual)**

**Start date: Tuesday, 22nd April 2025**

**PURPOSE OF YOUR JOB**

* To ensure Victoria Drive PRU building is cleaned to a high standard, in line with agreed cleaning specifications.

**MAIN AREAS OF RESPONSIBILITY**

* To clean all school areas including all corridors, teaching rooms, toilets and bathrooms (both staff & pupils), Rainbow room, outdoor sunshine room, staff room, offices and meetings rooms to ensure they are kept in a clean and hygienic condition
* Cleaning is to be done as per agreed specification using equipment and materials appropriate to the different surfaces
* To clear the sink area in the staff room
* To clean and restock toilets with toilet paper and practical rooms with paper towels as appropriate
* To clean shower area once a week.
* To carry out periodic deep cleans during school holidays
* To work with the Caretaker or Site Assistant to prepare for events and clear up afterwards
* To contribute to a working environment which supports equal opportunities and

 Anti-discriminatory practice

* To empty all bins and shredders
* The jobholder may be asked to carry out such reasonable duties, which may be required, within the competence of the post holder, as necessary, when requested by the Head Teacher and Business Manager.
* Working patterns to be set by the school and may vary from time to time – staff will be given reasonable notice of changes.
* The job holder will report to the Head Teacher and Business Manager

**KNOWLEDGE, EXPERIENCE AND TRAINING**

* Experience of cleaning in a professional environment.
* Knowledge of efficient cleaning methods and materials.
* Awareness of the main requirements of health and safety legislation including COSHH regulations and good practice relevant to the duties.
* Ability to communicate by email, telephone and face to face.

**PROBLEMS AND DECISIONS**

* In the event any problems arise in connection with powered equipment, the post holder should report any problems to the Head Teacher and Business Manager.
* Manage stocks of cleaning supplies and info School Business Manager for new supplies in a timely fashion.
* Be aware of the need to use only those chemicals on the COSHH list.
* Report any breaches in security or issues with the building to the Facilities Co-ordinator.

**PHYSICAL EFFORT**

* Some lifting, bending and stretching to move furniture, cleaning equipment and other articles in order to clean effectively will be required. A good level of fitness is required to clean efficiently during each shift.

**DISCLOSURE AND BARRING SERVICE**

* An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school’s pre-employment checks as well as two references.

**ADDITIONAL INFORMATION**

* Working patterns to be set by Victoria Drive PRU and may vary from time to time – staff will be given reasonable notice of changes.
* Flexible working will be considered during school holiday periods.

**Closing date: Monday, 31st March 2025**

**Interview: TBC**