

APEX PRIMARY SCHOOL

JOB DESCRIPTION

| JOB TITLE | REPORTING TO | RESPONSIBLE FOR |
|------------------|-----------------------|------------------------|
| Cleaner | School Office Manager | Whole School |

| WORKING HOURS | SALARY SCALE |
|----------------------|---------------------|
| Mon - Fri (3-5pm) | £10.42 an hour |

| MAIN OBJECTIVE |
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| The ideal candidate should have a strong work ethic, attention to detail, and a commitment to maintaining a clean and organised environment. |

| RESPONSIBILITIES/DUTIES |
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| <p>GENERAL DUTIES</p> <ul style="list-style-type: none">• Perform cleaning tasks such as sweeping, mopping, vacuuming, and dusting.• Clean and sanitise restrooms and kitchen areas.• Empty trash receptacles and replace trash bags.• Maintain inventory of cleaning supplies and request replenishments as needed.• Report any maintenance or repair issues to the appropriate department.• Follow safety procedures and guidelines to ensure a safe working environment.• Assist with special cleaning projects as required. |
| <p>QUALIFICATIONS</p> <ul style="list-style-type: none">• Previous cleaning experience is a plus, but not required.• Ability to work independently and as part of a team.• Strong attention to detail and a commitment to quality work.• Good communication skills.• Physical stamina to perform cleaning tasks.• Knowledge of safe handling and use of cleaning chemicals and equipment. |