ST JOHN'S SCHOOL

Job Description

FUNCTION: Support Staff

JOB TITLE: Cleaner / Porter

REPORT TO: Facilities Manager / Bursar

Job Purpose

- To maintain a clean, safe and hygienic environment for pupils, staff and visitors.
- To ensure that designated areas of the School are cleaned and maintained to a high standard.
- To support the smooth day-to-day operation of the School through porterage and facilities assistance.
- To assist with the preparation and clearing of school events, functions and sports teas.
- To contribute positively to the wider School community by providing a reliable and flexible support service.

Key Responsibilities

Objectives

- To maintain high standards of cleanliness and presentation throughout the School.
- To ensure designated areas remain safe, hygienic and welcoming.
- To support the successful running of school activities, events and functions.
- To work collaboratively with colleagues to support the efficient operation of the School.

Principal Areas of Responsibility

- Cleaning the school dining room and ensuring it is maintained in a clean, hygienic and tidy condition.
- Wiping down tables, chairs and all surfaces.
- Sweeping, vacuuming and mopping floors as required.
- Cleaning and sanitising school toilets and washroom facilities.
- Replenishing toilet rolls, hand soap, paper towels and other consumable supplies as required.
- Emptying bins and ensuring waste is disposed of appropriately.
- Ensuring all allocated areas are left clean, safe and presentable.

- Assisting with the preparation, setting up and clearing away of school events and functions.
- Supporting the setting up and clearing away of equipment and furniture for school sports teas.
- Carrying out general porter duties, including moving furniture, equipment and deliveries when required.
- Providing cover for afternoon cleaning staff when necessary.
- Reporting maintenance issues, health and safety concerns or defects to the appropriate member of staff.
- Following all School health and safety procedures and safe systems of work.
- Undertaking other reasonable duties as required to support the smooth running of the School.

Person Specification

Qualifications and Training

- No formal qualifications are required, although relevant cleaning, facilities or caretaking qualifications would be advantageous.
- Willingness to undertake training relevant to the role.
- Understanding of health and safety requirements in the workplace.

Experience

- Previous experience in a cleaning, porter, caretaking or facilities role is desirable.
- Experience working within a school or similar environment would be advantageous.
- Experience of maintaining high standards of cleanliness and hygiene.
- Experience of undertaking manual handling tasks safely.

Knowledge and Skills

- Good practical cleaning skills and knowledge of cleaning methods and products.
- Understanding of hygiene and infection control practices.
- Ability to work effectively with minimal supervision.
- Good organisational skills and attention to detail.
- Ability to follow instructions and complete tasks to a high standard.
- Ability to communicate effectively with colleagues and contractors.
- Ability to undertake the physical demands of the role.

Personal Qualities

- Reliable, punctual and hardworking.
- Positive, flexible and helpful in approach.
- Able to work independently and as part of a team.
- Takes pride in maintaining high standards.
- Friendly, professional and approachable.
- Trustworthy and conscientious.
- Willing to support the wider needs of the School when required.

Suitability to Work with Children

- A strong commitment to safeguarding and promoting the welfare of children.
- Ability to maintain professional boundaries with pupils at all times.
- Ability to work appropriately and professionally within a school environment.
- Emotional resilience and discretion.

Additional Requirements

- Enhanced DBS clearance and satisfactory references.
- Commitment to upholding the School's safeguarding policies and procedures.
- Willingness to work flexibly when required to support school events and operational needs.
- Ability to undertake manual handling and the physical requirements associated with the role.
- Commitment to maintaining a safe, clean and welcoming environment for all members of the School community.

This job description may be amended from time to time following consultation with the postholder and to reflect the changing needs of the School.