

# CMS Cleaner Job Description



## **Summary of Position:**

CMS (Cardiff Montessori School) cleaners should be highly professional, confident, well organised and conscientious. The role requires an approachable manner, welcoming nature and good communication. Like all staff at CMS, they must have patience, love and respect for children. They must have an understanding and love of the Montessori method and work following its ethos. The children's wellbeing is always at the forefront of what we do. All staff are crucial in modelling courteous and respectful behaviour as well as contributing to the warm, supportive, and calm atmosphere that is the hallmark in Montessori classrooms.

Cardiff Montessori School (CMS) cleaners are responsible for ensuring that high standards of cleanliness are maintained across Cardiff Montessori School at all times. They work to ensure all areas of the school are clean, tidy and inviting.

They adhere to health and safety regulations at all times. They use chemicals, cleaning materials and cleaning machinery following Health and Safety guidelines and the use of Personal Protective Equipment (PPE). They report any hazards, defects and any relevant factors of building, equipment or environment safety that may be detrimental to safe working practices and normal school operations, immediately to their line Manager. Cleaners are responsible for keeping a log of cleaning as per school documentation record policies. This includes completing the relevant risk assessments.

## **Duties:**

Duties will be varied according to the needs of the school and nursery. Typically they may include:

- Vacuum cleaning hard and soft floors
- Sweeping and mopping classroom floors and corridors
- Wiping, polishing, dusting and spray cleaning surfaces, furniture, materials, ledges, pipes, paintwork, doors and polishing door glass
- Emptying and cleaning bins
- Cleaning toilets (children's toilets and staff toilets) including sanitary fittings and surrounds
- Replenishing janitorial supplies in toilets, etc
- Maintaining cleaning cupboard order and stock levels
- Cleaning pans and kitchens
- Loading / unloading washing machine
- Hanging washing on drying lines and folding dry laundry
- Spot cleaning spillages, including urine, stool and vomiting incidents using the appropriate spill packs.
- Cleaning at the end of snack and lunch time, including washing dishes and loading/ unloading dishwasher
- Such other duties as may be allocated from time to time

**Working Hours:** 11am to 6pm Monday to Friday, term time only (approx. 40 weeks of the year) (other hours and job shares considered)

**Start date:** 22/11/21

**Place of work:** 73 Ty Glas Ave, Llanishen, CF14 5DX.

**Requirements** (CMS can arrange for the training if not already held):

- Food hygiene level 3
- DBS check
- Paediatric first aid

**Closing date for application:** 15/11/21. We reserve the right to close applications earlier. Apply by sending a cover letter and CV to [jobs@cms.cardiff.sch.uk](mailto:jobs@cms.cardiff.sch.uk) . Candidates must have permission to work in the UK.