

CLEANER: JOB DESCRIPTION

Line of responsibility

The cleaner will be directly responsible to the cleaning supervisor.

Job purpose

The cleaner is responsible for:

- Undertaking cleaning duties efficiently, safely and to the satisfaction of line management.
- Assisting in maintaining and cleaning the school to ensure its readiness for teaching and other activities undertaken on the premises.
- Working, co-operating with and supporting other team members to ensure that the school's cleaning requirements are fulfilled.
- Complying with the school's health and safety policy and ensuring that all duties are conducted following necessary regulations and making use of appropriate/protective clothing, as required.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher or line manager.

Job specification

Operational

- Establish and maintain good relationships with all colleagues and other professionals.
- Use appropriate equipment, materials and detergents for designated areas. Perform duties in line with health and safety regulations (COSHH).
- Ensure that the equipment used to undertake cleaning duties is kept in good working order and that line manager is informed when replenishment is required and if there is a fault with equipment.
- Ensure that all cleaning equipment is cleaned before returning it to the appropriate storage area.
- Ensure adequate stocks of cleaning materials are maintained and inform her/his line manager when items need to be replenished.
- Take action where hazards are identified and report any damage or maintenance required within the school premises to line manager.
- Ensure that windows are shut, lights turned off and doors locked (where appropriate) before leaving the area.
- Empty bins into appropriate refuse sacks and take waste to the appropriate disposal point and in accordance with the schools recycling arrangements.
- Deal with hazardous/infectious solutions and materials, for example, broken glass, in accordance with agreed safe working practices, removing waste to designated areas.
- Clean up body fluid and vomit as required.
- Clean toilets, sanitary areas and washrooms to the required standard.
- Clean all surfaces, fixtures and fittings using the appropriate method.
- Clean and polish glass in doors and partitions.
- Sweep, mop, polish, buff and/or vacuum designated areas as required, for example: classrooms, offices, corridors.
- Wash and disinfect fixtures and items as required, including drains, sinks and bins.
- Clean window ledges, cupboards tops and other like surfaces.
- Refill and replace soap, towels and other materials
- Remove and replace furniture as required.
- Collect litter from around the school premises as and when required.
- Undertake seasonal duties as required, for example undertake a complete deep clean of all allocated areas during holiday periods; duties during the school holiday periods may differ at the discretion of line manager and the headteacher.
- Report any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.

- Undertake additional cleaning duties as required in emergencies and to cover for other cleaners in the event of staff shortage.

-

General

- Attend school events as required.
- Attend relevant meetings and training sessions.
- Follow the signing in and out procedures in place at the time of starting work and when finishing work.

CLEANER: PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience: <ul style="list-style-type: none"> • You will not need previous specific experience or qualifications. • Previous experience would be an advantage but most important is a commitment to the highest standards of cleanliness and hygiene, attention to detail, enthusiasm and punctuality. 	<ul style="list-style-type: none"> • Educated to at least GCSE grade C standard or equivalent in English and mathematics. • Experience of cleaning in a busy environment. • Experience of using a range of cleaning equipment and materials. 	Application form Letter of application References Interviews Certificate/s (to be available at interview)
Knowledge and skills: <ul style="list-style-type: none"> • Ability to build and form good relationships with colleagues. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Good verbal and written communication skills appropriate to the need to communicate effectively. • Good standard of numeracy and literacy skills. • Ability to absorb and understand a wide range of information. 	<ul style="list-style-type: none"> • Working knowledge of relevant policies and procedures. • Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> • Manual handling. • Safe use of machinery and/or equipment. • COSHH. • First Aid and Hygiene Practice. • Lone working procedures and responsibilities. 	Application form Letter of application References Interviews
Personal qualities: <ul style="list-style-type: none"> • Ability to reach and bend, and move light furniture and equipment. • Able to follow direction from line manager. • Initiative and ability to prioritise one's own work even when under pressure. • Able to work flexibly to support others and respond to unplanned situations. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 		Application form Letter of application References Interviews