# Job Description: Cleaner

# Salary: Kent Range 3 – 10 hours per week, 52 weeks per year

# Reporting to: Site Manager

# 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

* S/he shall establish and maintain good relationships with all colleagues and other professionals.
* S/he shall use appropriate equipment, materials and detergents for designated areas.
* S/he shall ensure that the equipment used to undertake cleaning duties is kept in good working order and that his/her line manager is informed when replenishment is required and if there is a fault with equipment.
* S/he shall ensure that all cleaning equipment is cleaned before returning it to the appropriate storage area.
* S/he shall ensure adequate stocks of cleaning materials are maintained and inform her/his line manager when items need to be replenished.
* S/he shall report any damage or maintenance required within the school premises to her/his line manager.
* S/he shall ensure that windows are shut, lights turned off and doors locked (where appropriate) before leaving the area.
* S/he shall empty bins into appropriate refuse sacks and take waste to the appropriate disposal point and in accordance with the schools recycling arrangements.
* S/he shall deal with hazardous/infectious solutions and materials, for example, broken glass, in accordance with agreed safe working practices, removing waste to designated areas.
* S/he shall clean up body fluid and vomit as required.
* S/he shall clean toilets, sanitary areas and washrooms to the required standard.
* S/he shall clean all surfaces, fixtures and fittings using the appropriate method.
* S/he shall clean and polish glass in doors and partitions.
* S/he shall sweep, mop, polish, buff and/or vacuum designated areas as required.
* S/he shall wash and disinfect fixtures and items as required, including drains, sinks and bins.
* S/he shall clean window ledges, cupboards tops and other like surfaces.
* S/he shall remove and replace furniture as required.
* S/he shall collect litter from around the school premises as and when required.
* S/he shall undertake seasonal duties as required, for example duties during the school holiday periods may differ at the discretion of her/his line manager and the headteacher.
* S/he shall report any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
* S/he shall undertake additional cleaning duties as required in emergencies and to cover for other cleaners in the event of staff shortage.

## General

* S/he shall attend school events as required.
* S/he shall attend relevant meetings and training sessions.
* S/he shall 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:  * 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. | * 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:**   * 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. | * Working knowledge of relevant policies and procedures. * Understands and able to apply Health and Safety procedures relevant to the job such as: * 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:**   * 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 |