



## Cleaner Job Description

<b>Post Title:</b>	Cleaner	<b>Pay Scale:</b>	Kent Range 3
<b>Responsible to:</b>	School Business Manager / Headteacher	<b>Hours:</b>	

### **Purpose of the Job**

To clean and maintain designated areas of the establishment, under the direction of the School Business Manager to ensure they are kept clean and tidy.

The post holder will be working as a part of a cleaning/caretaking team of two/three who are all directly responsible to the School Business Manager.

### **Key duties and responsibilities**

- Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors, washing surfaces, emptying bins etc. to ensure high standards of cleanliness and hygiene at all times.
- Maintain clean toilets to ensure hygiene standards are met.
- Maintain staff areas (e.g. staffroom, staff kitchen) to ensure areas are clean, neat and tidy.
- Provide cover for the Caretaker/Cleaner in their absence, to include cleaning, replenishing hand towels and toilet rolls etc. to ensure the establishment needs are met.
- Undertake, during holiday periods, a complete 'spring' clean of all areas including window cleaning, moving furniture to clean behind it, skirting boards etc., to ensure all areas are clean and fresh.
- Report any defects to a member of senior staff to ensure health and safety procedures are followed and to enable repairs to be carried out.
- To understand and be able to apply health and safety procedures relevant to the job such as:
  - i. Manual handling
  - ii. COSHH
  - iii. First aid & hygiene practice
  - iv. Lone working procedures and responsibilities

### **EXPERIENCE & PERSONAL SPECIFICATONS:**

- Experience in the use and application of appropriate cleaning techniques.
- A mature and flexible manner including the requirement for working with others and in teams.
- Has a clear understanding of accountability.
- The ability to effectively manage and prioritise own workload to ensure all areas are clean and ready for use.
- All employees are expected to demonstrate high standards of personal and professional conduct.

- All employees are expected to ensure confidentiality is maintained at all times as the school is committed to safeguarding and promoting the welfare of children and staff.

**JOB CONTEXT:**

- Responsible to the School Business Manager
- This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

**Staff Code of Conduct**

All employees will be required to undertake relevant safeguarding checks and training including a Disclosure & Barring Service Check.

On appointment, all staff will be required to sign a staff code of conduct outlining our expectations in relation to behaviour and conduct.

Signed:		Date:	
Signed Headteacher:		Date:	