



## **JOB DESCRIPTION**

<b>TITLE</b>	Cleaner
<b>RESPONSIBLE TO</b>	Head teacher, line managed caretaker
<b>DATE</b>	February 2023

### **JOB PURPOSE.**

To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.

### **Key duties and responsibilities:**

1. Undertake cleaning of allocated areas in line with specified standards and as directed.
2. Operate / use domestic and industrial cleaning equipment and materials, following appropriate training.
3. Store allocated equipment and materials safely and securely.
4. Perform duties in line with health and safety regulations (COSHH) and act where hazards are identified, report serious hazards to line manager immediately.
5. Collect and dispose of waste.
6. Refill and replace soap, towels and other materials.

### **Individuals in this role may also undertake some or all of the following:**

1. Undertake specialised cleaning programmes during school closures or other designated periods.

### **SKILLS AND ABILITIES**

1. Use of a range of basic cleaning equipment, etc.
2. Able to communicate factual information politely and courteously.
3. Has everyday spoken skills e.g. face-to-face conversations.
4. Able to listen, observe and report information to supervisor.
5. Use of basic equipment or machinery.

6. Willingness to attend training and improve practises in order to carry out the job role.

### KNOWLEDGE

Understands and able to apply Health and Safety procedures relevant to the job such as: o

1. Manual handling.
2. Safe use of machinery and/or equipment.
3. COSHH.
4. First Aid and Hygiene Practice.
5. Lone working procedures and responsibilities.
6. Able to recognise and to deal with emergency situations.

Signed: ..... (Postholder)

Date: .....

Signed: ..... (Headteacher)

Date: 22/02/2023