



Cleaner Job Description

Post Holder:	
<i>The description of the duties, responsibilities and accountabilities for the post of Midday Assistant at St Alphege CE Infant School have been set out in this job description.</i>	
Responsibility Areas	<ol style="list-style-type: none"> 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 take action 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. 7. Undertake specialised cleaning programmes during school closures or other designated periods.
Accountabilities	A Undertaking responsibilities as a Cleaner.
	B Generic duties relevant to all members of staff.
Accountable to	Caretaker School Business Manager Head of School Executive Headteacher
Main Duties	See attached information for detailed duties and responsibilities
Signed	Date:
Signed	<i>Executive Headteacher</i>



Cleaner Job Description

Area of Accountability: A

Undertaking responsibilities as a Cleaner

To promote the vision and aims of St Alphege CE Infant School

- Use of a range of basic cleaning equipment, etc.
- Able to communicate factual information politely and courteously.
- Has everyday spoken skills e.g. face-to-face conversations.
- Able to listen, observe and report information to supervisor.
- Use of basic equipment or machinery.
- 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.
- Able to recognise and to deal with emergency situations.
- To develop and maintain professional knowledge and understanding, including contributing to and participating in CPD.
- To obtain updates on school policies and procedures and to discuss issues or improvements in practices with line managers.



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Area of Accountability: B

General duties relevant to all members of staff

To actively promote our agreed Christian Values and school mission statement and aims.

It is expected that all staff work collaboratively to share good practice, resources and ideas and realise the school vision and aims. All staff should act with professional integrity at all times, following the school 'Code of Conduct for Staff'.

Use of ICT

ICT must be used creatively to inspire and motivate pupils where it is relevant to do so.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure pupils follow) the procedures as laid out in the schools ICT and safety policy.

Data Protection

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data Protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

Health and Safety

Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

St Alphege CE Infant School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by St Alphege CE Infant School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead (DSL).

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.