



JOB DESCRIPTION FOR CLEANER

Name

Job Title Cleaner

Line Manager Site Staff

Date:

Purpose of the Job:

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

Key duties and general responsibilities:

1. Undertake cleaning of allocated areas in line with specified standards and as directed.
2. Operate / use domestic cleaning equipment and materials, following appropriate training.
3. Store allocated equipment and materials safely and securely.
4. Perform duties in line with academy health and safety regulations; Control of Substances Hazardous to Health (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. To participate in the School's Appraisal System.
8. To ensure that you have read, understood and adhere to all policies relevant to your job role. These include: Health & Safety, Safeguarding, Staff Code of Conduct and Staff Handbook and Staff Absence.
9. To ensure that you have read, understood and adhere to all the risk assessments relevant to your job role. These include: Working at Heights, Lone Working and COSHH.

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.

Signed(Post Holder)

Signed(Headteacher)