



JOB DESCRIPTION – CLEANER

Job details

Job title: Cleaner

Grade: KR3

Reporting to: Lead Cleaner

MAIN PURPOSE

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

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 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.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



PERSON SPECIFICATION

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

CRITERIA	
QUALIFICATIONS	You will not need previous specific experience or qualifications. Recent school leavers will have evidence of basic educational achievements or qualifications.
EXPERIENCE	Previous cleaning experience is an advantage.
SKILLS AND ABILITIES	Use of a range of basic cleaning equipment. Good and effective communication skills, able to communicate politely and courteously. Able to listen, observe, and report information to the supervisor. Use of basic cleaning equipment or machinery.
KNOWLEDGE	Understands and is able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none">- manual handling.- safe use of machinery and/or equipment.- COSHH.- First Aid and Hygiene Practice.- lone working procedures and responsibilities. Able to recognise and to deal with emergency situations. Knowledge and compliance with policies and procedures relevant to safeguarding, child protection, and health and safety.