JOB TITLE: Cleaner

SCALE: Kent Range 2

RESPONSIBILITY TO: Site Manager

RESPONSIBILITIES AND DUTIES

Clean and maintain areas of the establishment, under the direction of the Federation Site Manager to ensure they are kept clean and tidy.

Principal Duties and Responsibilities:

1. Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors, emptying bins, etc. to ensure high standards of cleanliness and hygiene at all times. Please refer to Cleaners manual.

2. Maintain clean toilets to ensure hygiene standards are met and replenish hand towels and toilet rolls.

3. Report any defects to the caretakers to ensure health and safety procedures are followed and to enable repairs to be carried out.

4. Operate / use domestic and industrial cleaning equipment and materials, following appropriate training.

5. Collect and dispose of waste.

6. Undertake, during holiday periods, a complete 'spring' clean of all areas including window cleaning, moving furniture to clean behind it, skirting boards, varnishing wooden floors, etc., to ensure all areas are clean and fresh.

7. Promptly complete internal order forms of additional equipment or supplies required allowing time for delivery.

Signed………………………….. Employee

Signed…. ……. Executive Headteacher
The Beacon SCHOOL

**JOB SPECIFICATION:** Cleaner

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.

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<th>CRITERIA</th>
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| **QUALIFICATIONS** | • You will not need previous specific experience or qualifications. Recent school leaves will have evidence of basic educational achievements or qualifications.  
• Prepared to undertake additional training i.e. COSHH, manual handling etc |
| **EXPERIENCE**   | • Previous cleaning experience an advantage |
| **SKILLS AND ABILITIES** | • Able to use a range of basic cleaning equipment  
• Able to listen, observe and report information to supervisor  
• Able to communicate with others in an acceptable and appropriate manner, e.g. patience, tact, humour, sensitivity, understanding, firmness  
• Able to form effective working relationships needed for the job  
• Able to work within set routines  
• Able to deal with all clients and work colleagues fairly regardless of race, colour, sex, disability, age or religious belief. |
| **KNOWLEDGE**    | • Understands the requirement for working with others and in teams  
• Demonstrate an understanding of confidentiality and safeguarding (child protection) issues in a school setting.  
• Staff will be expected to have an awareness of and work within national legislation and procedures relating to Health and Safety. |