

## Job Description

<b>Job Title:</b>	Cleaner
<b>Grade:</b>	SAT 2
<b>Responsible to:</b>	Site Manager

### **Purpose of the Job:**

To clean and maintain areas of the establishment, under the direction of a senior member of staff to ensure they are kept clean and tidy.

### **Main duties and responsibilities (Accountabilities):**

#### Key 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.
2. Maintain clean toilets to ensure hygiene standards are met.
3. Ensure outside grounds are kept free from rubbish and debris so a clean and tidy appearance is maintained.
4. Replenish hand towels and toilet rolls and tidy the grounds where necessary.
5. Report any defects to a member of site staff to ensure health and safety procedures are followed and to enable repairs to be carried out.
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.

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. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**Person Specification**

**Job Title:** Cleaner

**Grade:** SAT 2

**Responsible to:** Site Manager

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		Evidence of basic educational achievements or qualifications
<b>Experience</b>		Previous cleaning experience in an office or commercial setting
<b>Skills, Knowledge and Abilities</b>	<ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Able to recognise and to deal with emergency situations</li> <li>• Ability to work independently or as part of a team</li> <li>• Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety</li> <li>• 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</li> <li>• Use of a range of basic cleaning equipment, etc</li> <li>• Able to communicate factual information politely and courteously</li> </ul>	

	<ul style="list-style-type: none"><li>• Able to listen, observe and report information to supervisor</li></ul>	
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