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**Job Description**

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| **Job Title:** | Cleaner |
| **Grade:** | SAT 2 |
| **Responsible to:** | Cleaning Supervisor |
| **Line Manager to:** | N/A |

**Purpose of the Job:**

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

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

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.

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.

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 Trust Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

**Person Specification**

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| **Job Title:** | Cleaner |
| **Grade:** | SAT 2 |
| **Responsible to:** | Site Manager  |

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|  | **Essential** | **Desirable** |
| **Qualifications** |  | • Evidence of basic educational achievements or qualifications |
| **Experience** |  | • Previous cleaning experience in an office or commercial setting  |
| **Knowledge and Skills**  | * Good organisational skills
* Able to recognise and to deal with emergency situations
* Ability to work independently or as part of a team
* Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety
* Understands and able to apply Health and Safety procedures relevant to the job such as:

Manual handlingSafe use of machinery and/or equipment.COSHHFirst Aid and Hygiene Practice* Use of a range of basic cleaning equipment, etc.
* Able to communicate factual information politely and courteously
* Able to listen, observe and report information to supervisor
* Able to demonstrate a commitment to the role
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