

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Cleaner</b>
<b>Reports to:</b>	<b>Facilities Manager</b>

### Purpose of Job:

To clean and maintain areas of the school, under the direction of the Facilities Manager or Caretaker.

### Main Duties:

To provide a comprehensive cleaning service to the standard set out in the Caretakers Manual; Section 4 Miscellaneous Cleaning Matters, to include the following:

- Empty waste bins or similar receptacles, transporting the waste material to the designated collection points
- Sweep floors with brushes or dust control mops
- Mop floors with set or damp mops; ensuring that the floors are not too wet
- Suction cleaning carpeted areas and 'spot' cleaning carpets
- Use electrical equipment complying with instruction manuals
- Dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards, radiators, shelves and fitments
- Replenish consumable items when required
- Clean toilets, urinals, hand basins and sinks to ensure hygiene standards are met
- Use chemical agents as directed by the Facilities Manager or Caretaker

To wear the appropriate protective clothing provided by the school.

To ensure all cleaning equipment is safely stored at the end of each shift.

To report any defects to the Facilities Manager or Caretaker to ensure health and safety procedures are followed to enable repairs to be carried out.

To provide deep cleaning, floor polishing, high level dusting, window cleaning, wall washing and other necessary tasks during periods of school closure.

### General

- Present the school in a positive way in the Community
- Respect the confidential nature of all information acquired in the performance of the job either verbally or in writing
- Support the aims and ethos of the school, showing respect for self, each other and the environment
- Set a good example in terms of dress, punctuality, attendance and behaviour
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- Electronically sign in and out on arrival and departure of duty via the main school entrance at Westfield Road
- Regularly check emails and pigeonhole to keep informed of personnel and school issues
- Undertake professional duties that may be reasonably assigned by the Line Manager/Headteacher
- Undertake training opportunities to secure own working knowledge of new initiatives and practice
- Ensure confidentiality at all times
- Take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of school policies

**The Job Description is subject to the changing needs of the school and other duties may be required from time to time. It will be reviewed as part of the Performance Review Process.**

SIGNED .....

DATE .....