**The Pathway Academy Trust**

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| **School(s)** | **Riverview Junior School** |
| **Name:** |  |
| **Job Title:** | **Cleaner** |
| **Grade:** | **Kent Range 2** |
| **Responsible to:** | **Line Manager** |

**Purpose of the Job:**

Clean and maintain areas of the establishment to a high standard of cleanliness, under the direction of the Caretaker.

**Key duties and responsibilities:**

* Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors and sinks, emptying bins etc. to ensure high standards of cleanliness and hygiene at all times.
* Ensure HSE guidelines are adhered to (COSHH).
* Report any defects to the caretaker to enable repairs to be completed.
* Report serious hazards to the caretaker immediately and take appropriate action where hazards are identified i.e. sectioning an area off or displaying a wet floor sign.
* Maintain clean toilets to ensure hygiene standards are met; replenish hand towels and toilet rolls to ensure the establishment’s needs are met.
* Ensure equipment is stored appropriately and maintained.
* Collect and dispose of waste.
* Undertake specialised cleaning programmes during school closures or other designated periods.

GENERAL

* Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils’ wellbeing.
* Support the safeguarding and welfare of children and young people within the school.
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans as required. Share good practice with colleagues, receive support from others in areas of development.
* To fulfil any other duties as required by the Head Teacher with the agreement of the post holder.

This job description describes the way in which the post holder is expected and required to perform and complete the particular duties set out above.

It can be amended, in consultation with the Head Teacher, to reflect the changing needs of the school and should be reviewed annually.

Job Holder…………………..…………………………………………….. Date ……………………….

Head Teacher..……………………………………...………………….... Date…………….…………..

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**Person 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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|  | **CRITERIA** |
| **QUALIFICATIONS** | * Judicium on-line Health & Safety training, including Manual Handling, Working at Heights, COSHH. |
| **EXPERIENCE** | * Willingness to learn. |
| **SKILLS AND ABILITIES** | * Flexible approach to working. * Methodical and organised. * Work well as part of a team. |
| **KNOWLEDGE** | * Awareness of health & safety related to premises and personal wellbeing. |