

## JOB DESCRIPTION

**Job Title:** Cleaner  
**Salary Grade:** Grade B Point 4  
**Accountable to:** Site Supervisor

### Post Objective

To work within the school's Site Team, to undertake daily cleaning of allocated areas within school to maintain a high standard of cleanliness as directed.

Contribute to promoting the school's vision, values and aims in providing a safe, clean and high quality environment for all in school, enabling an environment which supports children's health, educational and developmental needs.

### Other Considerations

The post-holder takes all reasonable steps to ensure they positively contribute to their own continuous development, especially in relation to Health and Safety to ensure they actively promote a positive health and safety culture within school.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

To carry out the day to day cleaning operation of your designated cleaning area, to the standard required by the school. The standards will be set by the induction training and then supported through regular reviews by the Site Supervisor.

1. To effectively undertake all cleaning duties include washing, sweeping, vacuuming, emptying of litter bins, dusting and polishing of the designated areas including toilets, showers, fixtures and fittings, and inner glass.
2. To use, where appropriate, powered equipment in undertaking cleaning duties.
3. To ensure the correct use of materials and equipment in accordance with the manufacturer's instructions and recommendations, and the training provided by the school.
4. To place all rubbish from bins in sacks and take to the designated area.
5. To ensure deep cleaning and other duties appropriate to the post, are completed during the school holidays under the direction and supervision of the Site Supervisor.



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6. To keep storage areas clean and tidy and make sure all materials and equipment are stored in a safe manner.
7. To ensure that any tools or light equipment and machinery supplied for the school are kept in good condition and stored securely in the designated areas.
8. To maintain written records where required.
9. To promptly report any graffiti; damaged fixtures/fittings or hazards, to the Site Supervisor.
10. To promptly notify the Site Supervisor of any mechanical failure or equipment unsafe for use.
11. To promptly notify the Site Supervisor of any issue with stocks of cleaning equipment and materials so that orders can be placed in a timely fashion.
12. To work effectively as part of an on-site cleaning team.
13. To attend team briefings/meetings as and when required.
14. To work flexibly in covering for absent colleagues and undertake any other reasonable cleaning tasks, proportionate to role, as requested by the Site Supervisor.
15. To ensure that all cleaning operations are carried out in compliance with current Health and Safety, COSHH and other regulations, school procedures/processes and risk assessments in place at school.
16. To ensure that duties are carried out in accordance with Health and Safety regulations so that there is no risk to health and safety of self, other employees, children or members of the public.
17. To carry out any additional duties as required to ensure the school is in a clean, hygienic and safe condition, and that provision of this aim is effective and efficient.
18. Comply with the requirements of and act in accordance with the school's Child Protection procedures.
19. To attend any on and off site job training sessions as relevant to the post and required by the school.
20. Ensure compliance with the school's security and confidentiality policies.

### **Accountability**

**This is not a complete statement of all duties and responsibilities of this post. The post-holder may be required to carry out any other duties as directed by their Supervisor as required from time to time to ensure the efficiency of the service.**