

CLEANER JOB DESCRIPTION

Post:	Cleaner
Grade:	Grade 3
Weeks per year:	40 (term time plus 2 weeks in the summer holidays)
Hours per week:	12.5
Reporting to:	Head of School & School Business Manager
Liaison with:	Senior Leadership Team and school office

Purpose of the job of Cleaner

- 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.

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 Head of School.

- To effectively undertake all cleaning duties include washing, sweeping, vacuuming, emptying of litter bins, dusting and polishing of the designated areas including toilets, fixtures and fittings, and inner glass.
- To use, where appropriate, powered equipment in undertaking cleaning duties.
- 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.
- To place all rubbish from bins in sacks and take to the designated area.
- To keep storage areas clean and tidy and make sure all materials and equipment are stored in a safe manner.

- 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.
- Maintenance of written records where required.
- To promptly report any graffiti; damaged fixtures/fittings or hazards, to the Head of School or school office.
- To promptly notify the Head of School or school office of any mechanical failure or equipment unsafe for use.
- To promptly notify the Head of School or school office of any issue with stocks of cleaning equipment and materials in order that orders can be placed in a timely fashion.
- To work effectively as part of the school team
- To attend briefings/meetings as and when required.
- To undertake any other reasonable cleaning tasks, proportionate to role, as requested by the Head of School or School Business Manager.
- 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.
- 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.
- 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.
- Comply with the requirements of and act in accordance with the school's Child Protection procedures.
- To attend any on and off site job training sessions as relevant to the post and required by the school.
- Ensure compliance with the school's security and confidentiality policies.

Other

- Any other duties required by the Head of School or School Business Manager, which is in the scope of the post.
- At all times carry out duties with due regard to the school's Health and Safety policy.
- 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.

This Job Description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.