



## **Job Description**

### **Cleaner/Relief Cleaner**

#### **Main duties and responsibilities**

To work flexibly as part of a small school site team, providing a high-quality cleaning service across the school.

Relief hours

#### **Reporting to Premises Manager**

#### **Duties**

- Moving and lifting of chairs on and off tables to aid cleaning
- Emptying waste bins or similar receptacles, transporting waste material to designated collection points
- Sweeping hard floors with brushes or dust control mops
- Mopping floors with wet or damp mops
- Vacuum cleaning carpeted areas and 'spot' cleaning carpets
- To dust, damp wipe, wash or polish furniture, ledges, windowsills, external surfaces of cupboards, radiators, shelves and fitments
- To clean/sterilise desktops daily
- To clean toilets, urinals, hand basins and sinks
- To use such chemical agents as directed by the supervising officer (after receiving proper instruction and training)
- To undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm's extension from the floor level, during periodic cleaning and maintenance programmes
- On occasion, to be available for deep clean programmes during school holidays, for which prior notice will be given. To carry out any other reasonable duties within the overall function of the job.
- Any other duties required within the role of Cleaner

Signed:

Dated:



## Person Specification

### Cleaner/Relief Cleaner

	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>Performing cleaning tasks using a variety of methods and equipment</li> </ul>	<ul style="list-style-type: none"> <li>Commercial cleaning</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Ability to work and communicate with other people.</li> <li>Ability to clean to a high standard</li> <li>Safe use of cleaning equipment including vacuum cleaners, floor cleaners, steam cleaners and carpet cleaners</li> <li>Safe use of cleaning chemicals</li> <li>Ability to follow written and verbal instructions</li> <li>Effective time management</li> <li>Ability to work as part of a team or as a lone worker</li> </ul>	
Knowledge	<ul style="list-style-type: none"> <li>Simple First Aid, hygiene, cleanliness and safe working practices</li> <li>Control of substances hazardous to health (COSHH)</li> </ul>	
Qualifications	<ul style="list-style-type: none"> <li>Not essential</li> </ul>	<ul style="list-style-type: none"> <li>COSHH training</li> <li>NVQ Level 1 / 2</li> </ul>
Equal Opportunities	<ul style="list-style-type: none"> <li>Awareness of equality of opportunities and diversity</li> </ul>	
Other requirements	<ul style="list-style-type: none"> <li>Committed to safeguarding and promoting the welfare of children and to have an Enhanced DBS check.</li> <li>Willing to undertake relevant instruction and training.</li> </ul>	