



## **JOB DESCRIPTION**

**POST TITLE:** Cleaner

**GRADE:** C

**REPORTS TO:** Caretaker

**MAIN PURPOSE:** Under the direct instruction of the Caretaker and working to set procedures and guidelines, to ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils.

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### **TASKS:**

#### **RESPONSIBILITIES:**

- Wiping down surfaces
- Vacuuming carpeted areas
- Dusting surfaces
- Sweeping hard surfaces
- Emptying bins
- Cleaning toilets, basins and sinks
- Mop and bucket floor areas, and buff floors

#### **MATERIALS/SUPPLIES:**

- Notify Caretaker where stocks are low
- Ensure correct materials are used, awareness of COSHH as it applies to schools

#### **HEALTH & SAFETY:**

- Follow agreed risk assessment when moving furniture etc to clean
- Ensuring cleaning materials are safely stored, and are not accessible to students
- Ensuring that cleaning materials are kept in safe and appropriate containers (i.e. clearly labelled)
- Alerting appropriate staff of potential Health & Safety risks encountered during duties (e.g. trailing wires, worn carpet etc.)

#### **OTHER:**

- Participate in training and other learning activities as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

## PERSON SPECIFICATION

**POST TITLE:** Cleaner

**GRADE:** C

	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• Basic skills/induction</li> <li>• Willingness to participate in training and development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• COSHH training</li> <li>• Health &amp; Safety training</li> <li>• NVQ Level 1 in Cleaning</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Experience of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Previous cleaning experience</li> </ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• Ability to work as a team member</li> <li>• Ability to work to deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use heavy cleaning equipment, e.g. buffer</li> </ul>
<b>PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>• Pleasant and friendly manner</li> <li>• Polite and punctual</li> <li>• Reliable</li> <li>• Commitment to achieving high standards of cleanliness and hygiene</li> <li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school</li> </ul>	