

JOB DESCRIPTION

POST TITLE: Cleaner

GRADE: C

REPORTS TO: Caretaker / Assistant Caretaker

MAIN PURPOSE: Under the direct instruction of the Caretaker / Premises Team 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 to the required standards
- Vacuuming carpeted areas to the required standards
- Dusting surfaces to the required standards
- Sweeping hard surfaces to the required standards
- Emptying bins to the required standards
- Cleaning toilets, basins and sinks to the required standards
- Mop and bucket floor areas, and buff floors

MATERIALS/SUPPLIES:

- Notify supervisor 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 children
- 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: NJC 3

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	• Basic skills/induction • Willingness to participate in training and development opportunities	• COSHH training • Health & Safety training
EXPERIENCE:	• Experience of working as part of a team	• Previous cleaning experience
SKILLS/ KNOWLEDGE:	• Ability to work as a team member • Ability to work to deadlines	• Ability to use heavy cleaning equipment, e.g. buffer
PERSONAL ATTRIBUTES:	• Pleasant and friendly manner • Polite and punctual • Reliable • Commitment to achieving high standards of cleanliness and hygiene • A commitment to working as part of the whole school team and supporting the vision and aims of the school	