

**Post Title: CLEANER**

**Main Purpose of the Post:**

**To maintain a high standard of cleanliness throughout the school.**

**Principle Accountabilities:-**

### **Cleaner**

- Support the School Cleaning Team at all times and present a positive image to the customer.
- Organise and carry out all allocated work to fulfil operational requirements.
- Contribute to the efficiency and quality of the service and undertake training as required.
- Maintain personal health and safety and carry out all work in accordance with healthy, safe working practices.
- Maintain security and confidentiality
- Develop and maintain effective relationships with customers, members of the public and colleagues.
- Observe the requirements of all identified cleaning procedures and action plans.
- Carry out all other appropriate work as directed daily by the Cleaning Supervisor.

### **Typical Duties**

- Operation of vacuum cleaners
- Operation of buffing machines
- Use of cleaning chemicals under COSHH regulations
- Manual handling of cleaning equipment, resources, materials
- Working at height off small steps to clean surfaces and wipe down
- Damp wiping down flat surfaces, sinks and doors and architraves
- Cleaning and polishing furniture
- "T" sweeping
- Mopping
- Cleaning windows (internally)
- Cleaning walls and skirting boards
- Floor stripping

- Floor polishing
- Cleaning toilets, showers and changing rooms
- Sweeping and moping stairs
- Operation of wet pick up machine
- Operation of floor scrubber
- Operation of carpet shampoo machine
- Operation of large sports hall floor scrubber

## **General**

South Hunsley Support Staff work a rotation system to ensure maximum efficiency and job satisfaction.

This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service. The postholder will undertake any other duties at the request of the Headteacher appropriate to the remit.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

*Hunsley Trust is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.*

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_