



Midsomer Norton
Schools Partnership

Job Description – Cleaner

Home School: Hayesfield Girls' School

Grade: 1

Responsible to: Cleaning Services Manager

1. JOB PURPOSE

- Provides a high standard of cleaning, using appropriate equipment
- To work independently and as part of a team under the direction of the Supervisor
- Fulfil a schedule of cleaning tasks
- Report faults with equipment and health and safety concerns to the Supervisor
- Wear appropriate protective clothing
- To clean different types of areas within the academy buildings eg.
 - Toilet/Hygiene Areas
 - Corridors/Landings/Staircases/Entrances
 - Craft rooms, ie Woodwork, Engineering, Cookery etc
 - Classrooms and Offices
 - Halls and Gymnasium

2. MAIN DUTIES AND RESPONSIBILITIES

- Proper use of mechanical cleaning equipment ie. Floor buffer, rota wash and industrial carpet cleaner
- Handling and use of cleaning materials in accordance with recommended procedures
- Emptying waste bins or similar receptacles, transporting waste material to designated waste compound
- Mopping floors either dry or wet
- Vacuum and "spot" cleaning carpeted areas
- To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards/lockers, radiators, shelves and fittings
- To replenish consumable items (soap, toilet rolls) as required
- Undertake special cleaning programmes as directed to include wall washing or inside window pane cleaning
- Cleaners employed in food technology areas are required to clean cookers and work surface areas

3. Physical Effort

The postholder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, displaying pupils work, assist pupils during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.

4. Working Environment

During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

5. General

1. The postholder will be expected to undertake any appropriate training provided by the Trust and/or School to assist them in carrying out any of the above duties.
2. The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
3. The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
4. This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.
5. This trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS Certificate is required for this post prior to commencement

Post Holder:

Line Manager:

Name:

Name:

Signature: _____

Signature: _____

Date: _____

Date: _____