



Job Description – Cleaner

Grade	Grade A
Responsible to	Cleaning Supervisor
Hours of work	Various (41 weeks per year)
Revision	1.3 – August 2017

Main Purpose of Post

To work as part of a team ensuring that high levels of cleanliness are maintained throughout the School/Academy on a daily basis.

Responsibilities

1. Individually or as part of team, carry out any cleaning duties that are necessary to meet the required standards within a designated work area (internal or external as required)
2. To ensure standards and procedures are adhered to at all times
3. To use mechanical and manual cleaning equipment
4. To use cleaning materials appropriately, as instructed
5. Assist in moving of furniture and moveable fittings
6. Replenish consumables as required
7. Report any building defects and vandalism immediately
8. Contribute to major cleanings tasks during school holidays
9. To follow Health & Safety guidelines and comply specifically with COSHH
10. Wearing and care of cleaning uniform
11. Keyholder duties.(locking of school).

Expectations

1. As appropriate, to the postholder's duties must be carried out in compliance with the following:
 - Trust's Equality Scheme
 - Information Security Policies
 - Financial Regulations
 - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
2. To work flexibly as required
3. To maintain confidentiality of the Trust's affairs
4. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
5. To work at all times within Code of Conduct of the Safeguarding Policy
6. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post

You may be required from time to time to work in other schools within the Trust.

Signed:	Signed:
	Postholder
Date:	Date:

This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the postholder's professional responsibilities and duties.

Person Specification – Mobile Cleaner

Skill/Experience	Essential	Desirable
Skills & Experience	<ul style="list-style-type: none"> • Experience of using appropriate equipment 	<ul style="list-style-type: none"> • Experience of working in a school environment • Awareness of COSHH regulations
Personal Qualities	<ul style="list-style-type: none"> • Ability to work as a team • Ability to take pride in cleaning the school and ensuring all Trust/School practises are adhered to • Ability to follow instructions • Hard worker • Reliable, honest & flexible • Enthusiasm • Ability to respect confidential issues regarding pupils, parents & staff 	
Qualifications & Training	<ul style="list-style-type: none"> • Willing to undertake any in-house training offered which is relevant to the duties of the post 	<ul style="list-style-type: none"> • First aid qualification