



Job Description Cleaner

Post Title: Cleaner
Responsible To: Cleaner in Charge/Site Manager

Main Duties: The cleaning team is responsible for maintaining high standards of cleanliness throughout the school. Each cleaner will be responsible for an area and will be expected to clean to the frequency and standard set out. At the direction of the Principal, Business Manager Site Manager or Cleaner-in-Charge, cleaning staff will clean other areas as required.

The Principal will delegate the monitoring of the cleaning to the Cleaner-in-Charge and it is his/her responsibility to ensure that high standards of cleanliness are reached and maintained. From time to time the Principal or Business Manager or Site Manager will carry out spot checks on any aspect of cleanliness he/she feels is appropriate.

The normal duties of the post holder will usually include the following:

- To be responsible for cleaning certain parts of the school site as allocated by the Cleaner-in-Charge (this may vary from time to time).
- To use cleaning materials as instructed by the Cleaner-in-Charge.
- To vacuum carpeted areas and to sweep, wash or mop hard floor surfaces (machine clean where practicable).
- To empty and clean bins and remove waste to designated areas.
- To spot cleaning of spillages.
- To dust/wash carefully each day with clean dusters/cloths, desks, seats, ledges, skirting boards and other places where dust lodges.
- To regularly clean toilets, toilet areas and the replenishment of toiletries etc.
- To cleanse hand basins in all toilets.
- To wash off dirty marks on wall tiling and mirrors.
- To clean internal glass, internal and external door glass.
- To routinely clean lamp shades and light diffusers where easily accessible.
- To carry out periodic deep cleaning.
- To periodically clean internal and external windows at ground level.
- Checking and closing windows, switching off lights after work.
- To clear litter as required
- To assist the caretaking team as required
- Carry out such other cleaning/housekeeping duties as may be allocated from time to time.
- Report all defects/hazards immediately to Cleaner-in-Charge, Site Manager, Business Manager or Principal.

This job description sets out the main duties and other tasks associated with the stated purpose of the post. Other duties of a similar level/nature within the school are not excluded simply because they are not itemised. Appropriate training will be given.

Breckland School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants should read the School's Safeguarding Children Policy, which is available on the School's website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. You are required not to undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Person Specification

CATEGORY/ITEM	ESSENTIAL	DESIRABLE
Experience / Qualifications		
Basic standard of literacy to read instructions	✓	
Ability to understand instructions	✓	
Skills and knowledge		
Experience of cleaning within cleaning industry		✓
Experience of cleaning commercial premises		✓
Experience of working within the Education sector		✓
Effective time management and organisational skills	✓	
Effective communication skills	✓	
Ability to follow procedures effectively	✓	
Able to clean all designated areas in accordance with school quality controls and standards	✓	
Excellent interpersonal skills, with the ability to develop effective working relationships with others.	✓	
Working knowledge of Health & Safety at Work Act & COSHH regulations		✓
Personal Qualities		
Ability to undertake all physical aspects of the post	✓	
Ability to move and use domestic & industrial type cleaning equipment (polishers, vacuum cleaners etc)	✓	
Commitment to achieving high standards of cleanliness and hygiene	✓	
Adaptable and flexible to meet the needs of the school		
Able to work effectively unsupervised and complete set tasks	✓	
Ability to work as part of a team	✓	
Able to use own initiative	✓	
Demonstrates integrity	✓	