

Job Description

Job Title:	Cleaner
Responsible to:	Premises Manager
Grade:	HA1
Hours:	11.25 hours per week, term time only
Date:	March 2023

This job description is not necessarily a comprehensive definition of the post. It may be modified by the Headteacher, with your agreement to reflect changes which are commensurate with the salary, the role title and the school development plan.

This job description will be reviewed every two years or sooner if required.

Job Purpose

To clean the school premises as directed under the direction of the Premises Manager.

Personal and Professional Standards

- To support the aims of the school
- To be a role model in terms of professional dress and appearance, punctuality and attendance
- To use the performance appraisal process for support staff to take responsibility for own personal and professional development
- To share the school's commitment to safeguarding and promoting the welfare of children and young people
- To be aware of and comply with all relevant policies and procedures within the school
- To participate in training and other learning activities commensurate with the post
- To attend and participate in meetings as required

Main Areas of Responsibility

1. To ensure that the designated area is kept in a clean and hygienic condition :
 - Vacuuming and cleaning floors including the use of powered equipment; Damp mopping hard floor surfaces.
 - Dusting and polishing (or damp cleaning, as appropriate) furniture, desk tops, tables and work surfaces;
 - Cleaning walls and other paintwork, tiling, mirrors and ledges at a height of 2m;
 - Emptying and cleaning waste bins; Disposing of waste to designated area(s);
 - Cleaning toilets – internal and external surfaces, toilet seats and cisterns; Cleaning wash basins, taps and associates surfaces and mirrors.

Designated areas can be classrooms, offices, receptions areas, school halls, restrooms, and stairways.

2. Acting as cover for cleaners when absent.
3. To carry out any other task as requested by the line manager or Headteacher

Knowledge, Experience and Training

- No specific qualifications required
- Extensive knowledge of cleaning methods and practices

- Basic understanding of health and safety procedures
- Control of Substances Hazardous to Health (COSHH)

Problems and Decisions

If problems arise in connection with powered equipment, please report to the caretaker on duty. Each cleaner is required to manage the cleaning supplies in their own area and advise the line manager of stock requirements.

Physical Effort

- Continuous lifting throughout the shift of classroom and other furniture
- Pushing heavy cleaning equipment
- Bending and stretching to move furniture and other articles around

Working Environment

- Exposure to strong cleaning materials

Person Specification

Personal Characteristics

- Excellent interpersonal skills with adults and students
- Desire to make a difference in the life of the students in our school community
- Flexible, highly organised and able to multi-task and prioritise work to meet deadlines
- Helpful, approachable with positive nature
- Able to stay calm and diplomatic under pressure
- Able to take ownership of tasks and work with minimal supervision
- Have exacting standards and a keen eye for detail
- Willing to learn new skills and undertake additional training/ certification
- Able to exercise sound judgement, especially relating to confidentiality and discretion