

## **Cleaner: Job Description**

### **Purpose**

To maintain the school premises to a high level of cleanliness; required to clean all rooms including classrooms, laboratories, offices, toilets, cloakrooms, staircases, corridors, halls and all other areas.

Implementation of work schedules, as directed by Line Manager/Senior Site Manager.

To generally assist with the security, safety and upkeep of the school by reporting faults, closing doors, closing windows and turning off lights.

### **Duties and Responsibilities**

- Carry out the cleaning of the school areas as allocated and instructed by the Line Manager/Senior Site Manager
- To use cleaning materials provided correctly and economically
- To operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers
- To maintain confidentiality in respect of school related matters and to prevent disclosure of confidential and sensitive information
- To comply with the policies and procedures laid down at all times, particularly in relation to Health and Safety

### **Duties to include the following:**

- Vacuum cleaning of hard and soft floors
- Spot cleaning of spillages
- Wiping furniture, ledges, pipes, paintwork, doors and cleaning glazing
- Polishing woodwork and metalwork as required
- Emptying and cleaning of waste and recycling bins
- Cleaning toilets including sanitary fittings and surrounds
- Mopping, machine scrubbing and cleaning hard floor surfaces
- Cleaning staff restrooms and utility areas
- Collection and movement of cleaning materials on site
- Replenishing supplies in toilets etc
- Disposal of general rubbish from areas of the school
- Segregation of recycling waste as appropriate
- Closing windows and doors once areas have been cleaned
- Switching off unwanted lights and electrical appliances
- Reporting defects or hazards to Line Manager/Senior Site Manager
- Such other duties as may be allocated from time to time by Line Manager/Senior Site Manager

### **Safeguarding**

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school.
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons

### Cleaner: Person Specification

Essential	Desirable
Ability to communicate clearly and effectively and follow instructions	Previous experience of cleaning
Ability to work to schedule within area allocated	Previous experience and/or willingness to use stepladders and other access equipment would be beneficial, although full training can be given if necessary
Willing to undertake training when required	Experience in using industrial cleaning equipment, cleaning chemicals and materials is desirable. In the absence of experience, a willingness to learn is essential
Able to work without supervision or as part of a team. Be flexible to the changing demands of the job	Practical awareness of Health & Safety in relation to the role and of the need to work safely at all times and use Personal Protective Equipment (PPE) when appropriate
Take pride in a job well done	Able to operate in compliance with GDPR
Trustworthy, reliable and tactful	
Must be in good health and able to carry out manual work for most of the working period, including manual handling	
Co-operative and friendly attitude to all school staff, visitors and pupils with a 'can do' attitude and positive outlook	

The post holder should be aware that the above job description and specification are not exhaustive and the post holder may be required by the Line Manager/Senior Site Manager/Headteacher to carry out other reasonable duties commensurate with the post. The post holder should be willing to partake in all activities that positively contribute to the life of the school.