



## **JOB PROFILE**

**Post title:** Cleaner

**Job purpose:**

- To be responsible for the daily cleaning of specified areas of the school.
- To ensure general areas of the school (including the toilets) are clean and tidy.

**Accountabilities / duties:**

- Daily cleaning of areas of the school to a high standard
- Report any faults/problems that hinder effective cleaning tasks being undertaken
- At all times follow health and safety requirements and ensure that machinery, materials and equipment are used effectively and safely
- Communicating in a friendly, professional manner with teachers, class staff and students
- To undergo on and off site job training sessions as required by the school
- To be aware of the Fire / Emergency procedures
- Any other duties as directed by the Cleaning Supervisor, Site Managers, Headteacher or Office Manager

**Line manager:**

This role reports to the Cleaning Supervisor.

**Person specification: Cleaner**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/Competencies</b>	Willing to undertake training.	Health and Safety training.
<b>Experience</b>	Experience of relating well to people at all levels.  Previous experience of cleaning work.	Experience of working in a school or similar environment.  Experience of working in an environment with children including those with special needs.
<b>Knowledge</b>	Basic cleaning procedures.	Manual handling training.  Basic Health and Safety knowledge.
<b>Skills/Ability</b>	Able to work with cleaning machinery and equipment.  Ability to work quickly and efficiently.	
<b>Personal Skills</b>	Ability to work as part of a team.  Ability to use initiative.  Ability to keep calm and patient with students.  Positive, can do attitude.	