



JOB DESCRIPTION CLEANER

ROLE PURPOSE AND ROLE DIMENSIONS

Undertake, normally as part of a team, the cleaning of any area within the school premises to ensure that they are kept in a clean and hygienic condition. This will be by following a cleaning rota with daily, weekly and termly components.

KEY AREAS FOR DECISION MAKING

- Ⓢ Follow the cleaning rota in an effective manner.
- Ⓢ Selecting suitable cleaning materials and methods dependent on the surface/object being cleaned.
- Ⓢ Reporting to management, any item that is not covered adequately by the cleaning rota.
- Ⓢ Deciding when to move or not to move paperwork when cleaning classrooms, offices and staff rooms.

KEY ELEMENTS

1. Following the Cleaning Rota

This will involve:

- Carrying out duties which include: cleaning, washing, sweeping, vacuum cleaning, litter picking, emptying litter bins, polishing and dusting of internal and external areas, (which may include toilets and shower areas) fixtures and fittings, using where appropriate powered equipment (such as floor scrubbers).
- The cleaning rota may vary e.g. between term-time and school closure periods.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the level of pay from time to time, as requested by the Headteacher.

2. Health and Safety

This will involve:

- Every employee is responsible for their own Health & Safety, as well as that of others.
- Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report repairs and hazards to management.



3. To contribute as an effective and collaborative member of the Cleaning Team

This will involve:

- To participate in training (including First Aid if required) to be able to demonstrate competence.
- Participating in the ongoing development, implementation and monitoring of the cleaning plans.

PERSON SPECIFICATION

<p>Essential knowledge:</p>	<ul style="list-style-type: none"> • Understanding of the basic principles of health & safety in a school environment including COSHE. • Understanding of basic principles of health & safety in a school environment.
<p>Essential skills and abilities:</p>	<ul style="list-style-type: none"> • Ability to perform the physical tasks required by the post, including lifting, carrying and pushing waste bins, cleaning and vacuuming and using large electrical equipment, such as floor scrubbers. • Ability to move chairs, desks and other school furniture in order to undertake cleaning duties. • Ability to fulfil their cleaning rota within the required time period and to the quality standard expected. • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. • Ability to operate as part of a team or individually. • Ability to carry out the work under minimal supervision. • Ability to manage own time effectively and demonstrate initiative, including establishing priorities within own workload. • Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school. • Be able to communicate effectively and understand instructions. • The ability to relate well and respond effectively to children and adults. • The understanding of the need for confidentiality. • Ability to adhere to working procedures and policies within the school environment.
<p>Essential experience:</p>	<p>None.</p>
<p>Special conditions:</p>	<ul style="list-style-type: none"> • To be able to adapt to the cleaning rota to comply with the cleaning requirements of the school. • Take part in the school's appraisal system. • Willingness to undertake further training as required. • Enhanced DBS check required.