



CLEANER

JOB DESCRIPTION

Post Title: Cleaner

Salary Scale: Band 3 – SCP 2

Responsible to: Headteacher

Purpose of Job: To join the site team ensuring that school is a clean, hygienic, safe place for children, staff and visitors.

Duties and Responsibilities

- To ensure that staff are using correct cleaning materials and that the instructions for use are followed at all times, wearing any necessary PPE (personal protective equipment) and used only for the purpose indicated.
- Ensuring that all cleaning materials are stored safely and in line with the Health and Safety/COSHH policy
- To operate cleaning machinery in cleaning soft and hard surfaces e.g. vacuum cleaners and polishers.

Carry out the following duties:

- Vacuum cleaning hard and soft floors;
- Spot cleaning of spillages;
- Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass;
- Emptying and cleaning bins;
- Cleaning toilets including sanitary fittings and surrounds;
- Mopping and spray cleaning hard floor surfaces;
- Wiping and polishing and straightening furniture;
- Replenishing janitorial supplies in toilets etc.;
- Checking and closing windows, switching off lights after work;
- Reporting any defects/hazards immediately to the site Manager or Headteacher.

To maintain Health and Safety procedures at all times.

- Report any faulty equipment to the Site Manager immediately and do not use until the fault has been rectified.
- Ensure correct policy and procedures are maintained including Health and Safety COSHH, Manual Handling etc.
- Only use authorised cleaning materials, ensure the correct dilution rate is used as directed and used only for the purpose indicated.
- Ensure all PPE issued is worn at all times, including tabards and rubber gloves.
- Display wet floor signs when cleaning floors.

Be an effective part of the school team.

- Working as part of the Premises Team.
- Participating in and undertaking training and development as required.
- Maintain school policy and procedures at all times.

Notes:

- During periods when the school is closed, routine cleaning is undertaken throughout the school. This may include stripping and sealing floors, high level dusting, wall washing, etc.
- All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees. Staff may be required to undertake First Aid training.
- All employees have a responsibility of care for their own and others' health and safety.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher or Site Manager to carry out appropriate duties within the context of the job, skills and grade.

PERSONNEL SPECIFICATION:

	ESSENTIAL (E)/DESIRABLE (D)	
EXPERIENCE:	<ul style="list-style-type: none"> • Previous experience of cleaning 	E
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • Will possess basic literacy and numeracy skills (grammar, spelling and basic mathematical knowledge) Cleaning and Support Services N/SVQ Level 1 OR equivalent experience or equivalent qualification, OR willingness to train to achieve these. 	E
KNOWLEDGE/S KILLS:	<ul style="list-style-type: none"> • Will be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person. • Will be prepared to use relevant equipment. • Will possess the ability to relate well to children and adults. • Will be prepared to gain knowledge of health, hygiene and safety procedures and precautions & regulations e.g. COSHH. • Will possess the ability to work alone or as part of a team. <p>The post holder should demonstrate:</p> <ul style="list-style-type: none"> • They can express themselves fluently and spontaneously with minimal effort and, • Only the requirement to explain difficult concepts may hinder a natural smooth flow of language. 	<p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p>