Post Title:	**CLEANER**
Grade:	1
Responsible to:	Headteacher
Responsible for:	n/a
Purpose of job:	TO PROVIDE A COMPREHENSIVE CLEANING SERVICE TO THE SCHOOL SITE

JOB DESCRIPTION FOR POST OF: CLEANER

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

Specific Duties and Responsibilities

1. To maintain a high standard of cleanliness and hygiene in the area/sites allocated.

2. To be aware of the conditions associated with the cleaning of your allocated areas related to the school/site users and to work to the appropriate Health and Safety rules and processes.

3. To use the appropriate equipment, materials, tools and machinery to ensure the job is done effectively.

4. Cleaning duties will include cleaning, washing, sweeping, scrubbing, sanitising, shampooing, vacuum cleaning, polishing and dusting of designated areas as required by the school.

5. Specialist cleaning where requested by the school, i.e. carpet shampooing.

6. To report any damage/defects to the appropriate person.

7. To liaise with site staff, supervisors and line managers as required.

- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

- This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher/CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

Person Specification

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification
Qualification and Experience
Candidates should have:
1) Reading skills for following instructions
2) Maths skills for measuring cleaning fluids
Personal qualities
Candidates should:
1) Punctual, reliable and trustworthy
2) Able to manage time effectively
3) Ability to work both alone and as part of a team
4) Awareness of health and safety procedures
Skills
Candidates should be able to:
1) Recognise and deliver high standard of cleaning
2) Be an effective communicator
3) Have the ability to use cleaning machinery
4) Check stock level of cleaning materials
5) Report all defects/hazards immediately to the caretaker
6) Show an awareness of health and safety procedures
Professional knowledge and understanding
Candidates should:
1) Have an awareness of Health and Safety
2) Demonstrate a full working knowledge of relevant policies/codes of practice and relevant legislation
Safeguarding
Candidates should have:
1) An understanding of safeguarding and promoting the welfare of children and young people

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check, online checks, satisfactory references and all other safer recruitment requirements in line with Keeping Children Safe in Education guidance.