



Cleaner - Job Description

Reports to: Facilities Manager

Pay grade range: B2

Summary:

The cleaner will take responsibility for cleaning the school to make it presentable, tidy and clean to visitors, pupils and staff. They will contribute to creating an organised, attractive environment conducive to learning and a positive working atmosphere for all who visit or work at school. The cleaner will promote good hygiene standards.

Main Responsibilities:

- Clean designated areas of the school using appropriate tools and materials including brush, mop, duster, vacuum, buffer and polish as required to ensure a high standard of cleanliness and hygiene is maintained.
- Empty bins and dispose of waste according to school policies on waste and recycling for efficiency and hygiene standards for all school users.
- Top up consumables e.g. soap dispensers/toilet rolls, towels to maintain standards of hygiene and comfort for all users.
- Move furniture and equipment if required, with the assistance of colleagues as necessary to enable cleaning of all areas.
- On a regular basis, such as during school holidays, to undertake deep cleaning of walls, skirting boards, paintwork, staircases and handrails etc. to ensure a high standard of cleanliness and hygiene is maintained.
- The job holder will follow health and safety set procedures to deal with spillages or breakages and safely remove waste.
- The job holder will refer to the line manager for direction about any problems they are not able to deal with. These may include hazardous waste, breakdown of equipment, or not having access to an area that is still in use by staff/pupils.
- The job holder may need to prioritise their work if a school activity means that there is more cleaning and clearing to be done in one or more areas than is normal. They will ensure that the basic levels of cleaning and removal of waste or hazards are carried out.



General Responsibilities:

- Deliver, promote and support good practice in relation to equality, diversity, safeguarding and prevent duties
- Promote and maintain a safe and healthy working environment and be responsible for own health and safety
- Promote and ensure own compliance with the requirements of the General Data Protection Regulations 2018
- Adhere to the guidance of Keeping Children Safe in Education.
- Undertake any other duties and responsibilities commensurate with the level of post as required.

Person Specification:

Criteria	Essential or Desirable
Basic secondary education	Essential
Evidence of cleaning skills	Essential
The ability to work unsupervised	Essential