



## **JOB DESCRIPTION**

<b>Job Title:</b>	Cleaner
<b>Salary:</b>	FIA 2: £26,772 Pro Rated
<b>Responsible to:</b>	Headteacher / Sites Manager
<b>Direct Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships: Internal/External:</b>	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Students, Parents/Carers, Governors, Suppliers of Goods & Services, Contractors & Visitors

### **Main Purpose of the Job:**

To play a key role as a member of the cleaning team in maintaining the school buildings, grounds and facilities in a clean, safe and hygienic condition under the direction of the Headteacher or Sites Manager. School cleaners are responsible for maintaining high standards of cleanliness throughout the school.

### **Main Duties and Responsibilities:**

#### **Key Duties: Daily cleaning of a designated area/areas of the school agreed with the Sites Manager**

- Dust and polish all surfaces, including window ledges.
- Empty all bins and change liners for collection and disposal and wash floors.
- Wash internal windows.
- Clean and sanitise desktops and tables.
- Vacuum carpets and mats.
- Wipe doors and handles with anti-bacterial spray to prevent the spread of infection.
- Clean toilet areas, including sinks and surrounds, toilets, cubicle walls, urinals, tiled areas, mirrors, sweep and mop floors, replenish soap, toilet paper and hand towels.as necessary.
- Assist with lifting and moving items for moves of office or school events set up.
- To work as part of a team rotating duties as directed by the Sites Manager.
- To maintain close liaison with the Site Manager at all times, reporting any areas of concern.
- To ensure that tasks are carried out in accordance with school policies and specific instruction
- To operate cleaning machinery and other equipment appropriately and in a safe manner.
- To ensure general cleanliness and tidiness of all hard surface areas of the school, including drains, catchpits, gulleys etc and the removal of graffiti.
- To undertake appropriate courses of training, including joining school training days where the training is relevant.
- To understand and support site security at all times.

- To maintain confidentiality of information acquired in the course of undertaking these duties.
- To ensure that tasks are carried out in accordance with school policies, specific instructions, rules, regulations, legislation and procedures including the school's Equal Opportunities Policy, Code of Conduct, Health and Safety Policy and Data and Child Protection.
- To be responsible for your own continuing self-development, in liaison with your line manager, and to undertake appropriate courses of training/refreshers and renewals of required certification.
- To undertake, from time to time, any additional or revised duties appropriate to the grading of this post as requested by the Headteacher, or line manager.

### General / Other

- To ensure that pupils' needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.



**PERSON SPECIFICATION – Cleaner**

Person Specification	Essential	Desirable	Recruiting Method
<b>Education and Training</b>	<p>Reading skills for following instructions</p> <p>Maths skills for measuring cleaning fluids</p> <p>Willingness to undertake appropriate training as and when required</p>	<p>Good standard of literacy &amp; numeracy equivalent to GCSE grade C</p> <p>Health and Safety Training/Qualifications</p> <p>Manual Handling Training/Qualifications</p>	<p>Application</p> <p>Certificates</p>
<b>Skills and Experience</b>	<p>Ability to work both alone and in a team</p> <p>Good communication and interpersonal skills</p> <p>Good organisational skills</p> <p>Able to manage time effectively</p>	<p>Previous cleaning experience in a similar environment</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p>
<b>Specialist Knowledge and Skills</b>	<p>Awareness of health and safety procedures</p> <p>Knowledge of cleaning standards and procedures</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>	<p>Knowledge of equipment maintenance</p> <p>Working knowledge of Health &amp; Safety at Work Act and COSHH regulations</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p>
<b>Behaviours and Values</b>	<p>A reasonable level of fitness</p> <p>Punctual, reliable &amp; trustworthy</p>		<p>Application</p> <p>Interview</p> <p>Assessment</p>

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