



JOB DESCRIPTION

Job Title:	Cleaner
Salary:	TPAT Point 1
Responsible to:	Headteacher / Site Supervisor / Caretaker / Cleaner in Charge
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External:	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, Site Supervisor, Caretaker or Cleaner-in-Charge.

School cleaners are responsible for maintaining high standards of cleanliness throughout the school.

Main Duties and Responsibilities:

Key Duties:

- Cleaning certain parts of the school site;
- Vacuuming carpeted areas and washing floors;
- Sweeping uncarpeted areas;
- Emptying and cleaning bins;
- Spot cleaning of spillages;
- Cleaning desks, seats and skirting boards;
- Cleaning toilet areas and replenishing toiletries;
- Cleaning doors and windows;
- Checking stock levels of cleaning materials;
- Reporting all defects / hazards immediately to the Line Manager.

Description of Activities:

- Daily clean a designated area to include cleaning of sanitary ware, sweeping, damp mopping and wiping, dusting, vacuuming, polishing etc of all surfaces, including the safe use of appropriate cleaning and powered equipment;
- To undertake a set daily cleaning programme to ensure high standards of cleanliness throughout the school at all times;
- To maintain adequate levels of stock including soap, towels etc in the cloakrooms;

- To empty bins daily, taking all rubbish to a designated central collection point;
- To observe all health and safety procedures at all times;
- To report any diffused bulbs, damage to property or other property faults and defects to the Line Manager;
- To participate in major cleaning activities outside of the school term time, including internal window cleaning, scrubbing, stripping and resealing polished floors, cleaning light fittings, walls, doors, window frames, blinds, upholstery etc;
- To assist with moving furniture and other related tasks as required by the Line Manager;
- To secure doors and windows as instructed by the 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
Education and Training	<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 & 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>
Skills and Experience	<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>
Specialist Knowledge and Skills	<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 & Safety at Work Act and COSHH regulations</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p>
Behaviours and Values	<p>A reasonable level of fitness</p> <p>Punctual, reliable & trustworthy</p>		<p>Application</p> <p>Interview</p> <p>Assessment</p>

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