



JOB DESCRIPTION

Cleaner

REPORTS TO

Site Manager

GRADE

2.3

JOB PURPOSE

To be responsible for maintaining high standards of cleanliness throughout the school.

MAIN RESPONSIBILITIES

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

OTHER DUTIES

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

EQUAL OPPORTUNITIES

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Equal Opportunities policies.

HEALTH AND SAFETY

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Health and Safety policies and procedures.

SAFEGUARDING

All Trust staff have a responsibility to safeguard and promote the welfare of children and young people across the Trust.

PERFORMANCE STANDARDS FRAMEWORK COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE	ESSENTIAL	DESIRABLE	ASSESSMENT A – Application Form I – Interview T - Test
EDUCATIONAL QUALIFICATIONS AND ACHIEVEMENTS			
Educated to GCSE (minimum C Grade in English and Maths)		✓	A
COSHH Qualification		✓	A
Willingness to participate in further Continued Professional Development	✓		A/I
KNOWLEDGE AND EXPERIENCE			
Awareness of Health and Safety Procedures	✓		A/T
SKILLS AND ABILITIES			
Reading skills for following instructions	✓		A/T
Maths skills for measuring cleaning fluids		✓	A/T
ATTRIBUTES AND QUALITIES			
Punctual, reliable and trustworthy	✓		A
Able to manage time effectively	✓		A
A reasonable level of fitness	✓		A
Ability to use judgement and common sense	✓		A
Ability to prioritise	✓		A
Ability to work on own initiative	✓		A
Ability to deal with sensitive information in a confidential manner	✓		A
Excellent personal organisation and self-motivation	✓		A/I
Flexible approach to work	✓		A
TEAM WORKING			
Ability to work as part of a team	✓		A