

Job Description

Job Title	Cleaner
Grade	Scale 1 Point 2
Reports to	Site Team Leader
Liaison with	Site Team, Classroom Teachers, Associate Principals and Executive Principal.
Job Purpose	To undertake cleaning within the school according to Procedures Codes using a variety of methods including machinery and adhering to safety regulations.
Duties	<ul style="list-style-type: none"> • To carry out cleaning in all and any areas of the school. • Frequency of cleaning to be undertaken as directed by Procedure Codes and Site Team Leader. • To follow school hygiene practices. • To carry out as necessary the replacement of paper towels, renewing supply of toilet rolls, soap, hand sanitiser and replacement of bin liners. • To undertake training in the correct use of cleaning equipment such as floor machines, Vacs, wets pick-ups and in health and safety and the use of cleaning chemicals. • To notify the Site Team Leader or other Senior member of staff, of any damage to buildings and equipment or of anything you see that may be dangerous to students and/or staff. • To assist as necessary with the cleaning up after break-in or vandalism at the school. • In emergency situations to assist with the clearing of snow and ice from paths and entries, if required. • All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others. <p>Such other duties relating to the cleanliness of the school premises as may be necessary from time to time within the reasonable requirements of the Associate Principals, Executive Principal and Governing Body.</p>
General	<ul style="list-style-type: none"> • To undertake any training commensurate with the post. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Associate Principals and Executive Principal to carry out appropriate duties within the context of the job, skills and grade.</p>

<p>Health and Safety</p>	<ul style="list-style-type: none"> • Under the Health and Safety at Work Act 1974 all employees are responsible for: • Looking after their own safety and the safety of others affected by their work • Co-operating with the School, by following safe working practices and carrying out their health and safety responsibilities as detailed in the School's policies, risk assessments and health and safety standards. • Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures. • Taking part in any health and safety training and development identified as necessary by the Associate Principals, Executive Principal or their Line Manager. • Using work equipment provided correctly, in accordance with instructions or training. • Ensuring that if they organise projects or activities involving pupils or other non-employees, risks are assessed as part of the planning stage and control measures implemented. • Reporting health and safety incidents, in accordance with the School's health and safety Incident Reporting Procedure. • Contributing to the safety education of pupils through the formal and informal curriculum. • Ensuring that any visitors in their care follow health and safety instructions. • Effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.
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**This job description does not form part of the contract of employment. It describes the way the post holder should perform and complete the particular duties set out above. It will be reviewed annually as part of the Performance Management cycle.
Reviewed October 2024**

Person Specification - CLEANER

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	No specific experience required
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid desirable General understanding of the operation of a school Ability to maintain a high standard of personal and general cleanliness and hygiene Ensure that Health and Safety regulations are observed in working practices
	Literacy	Basic reading skills
	Numeracy	Ability to count
	Technology	Ability to use general cleaning products and equipment
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to follow instructions
Working with children	Behaviour Management	Understand the school's behaviour management policy
	SEND	Understanding and support the differences in children and adults in relation to the role
	Curriculum	Understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Wellbeing	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a contribution to the work of the team
	Relationships	Ability to establish rapport and respectful and trusting relationships with children and other adults
	Team work	Ability to work effectively with others in the school
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills
	Time Management	Ability to plan and manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Safeguarding & Child Protection	Understand and support safeguarding and child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role