**Job Description: Cleaner**

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| **Post Details** |  |
| **School:** | Twynham School or The Grange School |
| **Post type:** | Support Staff |
| **Grade/Pay Level:** | Grade 1 |
| **Responsible to:** | Cleaning Supervisor |

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| **Main Purpose** |
| To undertake general cleaning duties to provide a clean, hygienic and safe environment for teaching and other school activities. |

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| **Duties and Responsibilities** |
| * To carry out cleaning tasks across the school day to ensure student areas remain clean, hygienic and safe environments. * To use all cleaning materials and equipment in a safe and proper manner and in accordance with any instructions and specifications provided. * To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Headteacher (or other nominated supervisor). * To observe health and safety and security requirements. * To complete any appropriate records or documentation required by the Headteacher * To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school. * To ensure that work undertaken complies with stated requirements and undertake appropriate training, as required. |

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| **Twynham Learning Attributes for all Staff** | |
| * Ambition for excellence * Professionalism * Humility * Championing change | * Inclusiveness * Positivity * Community-mindedness * Being collaborative |

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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies. |

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| **Other Duties** |
| All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

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| **Qualifications, Knowledge, Skills and Attributes Required** |
| No formal qualifications or previous experience is required. Initial training in basic cleaning methods and the use of associated materials and equipment will be provided within the induction period and further training provided thereafter, as required. |

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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder. |

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| **Glossary** |
| * Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](https://www.twynhamlearning.com/1038/twynham-learning-glossary?search=glossary). |