

Job Description: Cleaner

1. **PURPOSE OF THE JOB:**
Undertake cleaning as directed to ensure high standards of hygiene are maintained throughout the environment.
2. **MAIN RESPONSIBILITIES, TASKS AND DUTIES:**
 - a) To be responsible for cleaning as directed in accordance with the trust's standards.
 - b) To ensure that cleaning materials and equipment are stored carefully when not in use.
 - c) To report any problems relating to cleaning materials and equipment, also any problems relating to the care and maintenance of the premises fabric, furniture and equipment.
 - d) Assisting with routine deep cleaning or following maintenance activities.
3. **MANAGEMENT OF PEOPLE:**
SUPERVISION OF PEOPLE - Not applicable
4. **CREATIVITY AND INNOVATION:**
Little or no opportunity for creativity or innovation.
5. **CONTACTS AND RELATIONSHIPS:**
Day-to-day contact with colleagues, students and occasionally with visitors.
6. **DECISIONS:**
 - a) Discretion – Limited opportunity for discretion. Work is within clearly defined procedures. Post-holder is able to prioritise some tasks.
 - b) Consequences – impact on the cleanliness of the environment which can be easily identified and remedied.
7. **RESOURCES:**
Cleaning equipment, buffer, vacuum cleaner, cleaning materials etc.
8. **WORK ENVIRONMENT:**
 - a) Work demands – work may be carried out in a different order but does not affect the overall programme. The postholder may occasionally be required to provide support at any school within the Trust.
 - b) Physical demands – physical effort required for cleaning role, bending, manual handling etc.
 - c) Working conditions – some lone work may be necessary. Possible exposure to human waste and/or bodily fluids. Exposure to normal levels of dust found in a school and office environment.
 - d) Work context – post-holder will be working with cleaning materials and equipment.
9. **KNOWLEDGE AND SKILLS:**
A good understanding of health and safety issues. Safe working to be in accordance with COSHH assessments for hazardous substances.

10. GENERAL:

Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the Trust.

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 Trust's Equal Opportunities policies.

Health and Safety - The postholder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.

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

Requirements for the post:

Qualifications/Training	Essential	Desirable
COSHH training		✓
Manual Handling training		✓
Full, clean driving licence		✓

Knowledge	Essential	Desirable
Health and safety in schools		✓
Safeguarding		✓

Experience	Essential	Desirable
General cleaning experience		✓
Use of equipment such as buffers/scrubbers		✓

Competencies	Essential	Desirable
Self motivated	✓	
Team worker	✓	
Conscientious	✓	
Attention to detail	✓	