JOB DESCRIPTION: Cleaner

Organisational information:

Responsible to: Senior Operations Assistant, Cleaning Supervisor
Functional links: School Business Manager, Site Manager, Caretaker

Main Purpose of Job:

- To provide a clean and pleasant environment in order to facilitate the effective use of the school by those staff and students who occupy it;
- To maintain cleanliness in order to prevent any health risks from occurring.

Main Responsibilities / Accountabilities:

- To comply with the requirements of the Health and Safety at Work regulations. To take reasonable care for the health and safety of him/herself and for those affected by his/her work, and to co-operate with the employer in ensuring that health and safety responsibilities are carried out
- To undertake any relevant training as required
- To clean specified areas of the school to the required standard, as instructed:
    - Washing floors, surfaces, fixtures and fittings and walls up to a safe height (ie that can be reached without standing on steps, chairs etc)
    - Cleaning inside windows up to a safe height (ie that can be reached without standing on steps, chairs etc)
    - Sweeping and vacuuming floors
    - Polishing and dusting surfaces and furniture
    - Cleaning toilets and shower areas
    - Using and storing safely cleaning materials as appropriate, in accordance with their instructions
    - To launder dusters, tea towels etc if required
- To empty bins and remove rubbish from the premises
- To report any damage to school property or other relevant matters to the caretaker/cleaning supervisor
- To use powered cleaning equipment as directed and in accordance with training
- To undertake relevant seasonal work and stand-down cleans as instructed by the cleaning supervisor/senior operations assistant

General Information:

The postholder will be required to comply with the school's policies and procedures and to promote the school's aims and values.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees undertake safeguarding training and are aware of the school's safeguarding procedures, including information sharing about the welfare of any young person for whom they have safeguarding concerns.

The job description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the postholder to meet the changing needs of the organisation.

Other activities commensurate with the job description may from time to time be undertaken by the postholder.

Allowance: 25 hours per week to be worked Monday - Friday between 10am to 3pm. Job share considered.

Contract: Term time only (38 weeks) plus an additional 2 weeks for non-routine/deep-cleaning

Salary: HC2 point 3 £25,614 per annum, pro rata to contract.
Actual salary £15,268 per annum

PERSON SPECIFICATION: Cleaner

	ESSENTIAL	**METHOD OF ASSESSMENT**
Experience	• Experience of cleaning in an office/school setting whilst not essential is desirable.	Application form
Skills and abilities	• An understanding and perception of the need for a high standard of cleanliness in schools • Possess a thorough approach to cleaning and the storage of cleaning materials • The ability to work effectively with other cleaning staff and school managers • A good timekeeper • An awareness of health and safety issues, particularly regarding hazardous materials (COSHH – Control of hazardous substances)	Application form, interview
Qualifications and training	• Willingness to undertake appropriate training, as required	Application form, interview
Other factors	• A commitment to providing a clean and pleasant environment for pupils and staff • To work in support of the ethos of the school • Able to carry out the physical duties that this post demands • DBS clearance at enhanced level	Interview, DBS check