

Cleaner Job Description

Job Title:	Cleaner		
Salary:	GR1	Hours:	10 per week, term time only plus 4 set weeks in school holidays.
Contract Type:	Permanent		
Reporting to:	Site Supervisor		

Main Purpose:
To provide a clean and pleasant environment to facilitate the effective teaching of pupils and its full use by those staff and pupils who occupy it. To help maintain the fabric of school building. To maintain cleanliness in order to prevent any health risk from occurring in schools.

Duties and responsibilities	
Main duties	
1	To clean a specified area of the school to the required standard as instructed by the Supervisor
2	Wash floors, surfaces, fixtures and fittings and walls up to a specified height
3	Cleaning inside windows up to a specified height
4	Sweeping and vacuuming floors
5	Polishing and dusting surfaces and furniture
6	Cleaning toilets and shower areas
7	Use cleaning materials as appropriate, and according to their instructions for use
8	To empty bins and remove rubbish from the premises

9	To report any damages to school property or other relevant matters to the Supervisor
10	To use power cleaning equipment as directed
11	To undertake relevant Non Routine cleaning as instructed by the Supervisor
12	To undertake any relevant training as required
13	To comply with the requirements of the health and safety at work regulations
14	To take reasonable care for the Health and Safety of themselves and for others
15	To co-operate with the employer in ensuring that health and safety responsibilities are carried out

Employee responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Ensure all tasks are carried out with regard to Health and Safety
- Adhere to the overall ethos/work/aims of the school:
 - Promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
- Establish constructive relationships and communication with all staff and other agencies/professional
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required

- Any other duties as commensurate within the grade in order to ensure the smooth running of the school
- To act at all times in a manner appropriate to the seniority of the post.

Supervision received	
Supervising officer's job title:	
Level of Supervision:	<ol style="list-style-type: none"> 1. Regularly supervised with work checked by supervisor 2. Left to work within established subject to scrutiny by supervisor 3. Plan own work to ensure the meeting of defined objectives

Supervision given			
Post title:			
Grade:		No of posts:	

Notes:

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that this postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher / Head of School.

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

Signed:

Name:

Date:

Person Specification

Criteria	Qualities	Method of assessment
Qualifications	N/A	
Experience	Relevant experience of cleaning	AF / I
	Experience of handling and knowledge of cleaning material	AF / I
Skills and knowledge	An ability to fulfill all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF / I
	Operating vacuums or buffer machines	AF / I
Personal qualities	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	I
	Commitment to always maintaining confidentiality	I
	Commitment to safeguarding and welfare of pupils, and equality	I
	Embraces change well	I
	DBS Clearance	

AF – Application form

C – Certificate

I – Interview

T – Test or exercise



P - Presentation