

## Cleaner

### Job purpose including main duties and responsibilities

#### Main objectives of the post

- To undertake, normally as part of a team, the cleaning of designated areas within the school premises to ensure that they are kept in a clean and hygienic condition.

### Main duties and responsibilities

1. Cleaning.
2. Washing.
3. Sweeping.
4. Vacuum cleaning.
5. Emptying of litter bins.
6. Polishing and dusting of designated areas (which may include toilets and shower areas).
7. Polishing fixtures and fittings, using where appropriate, powered equipment.
8. Cleaning sickness and bodily fluids when required, using correct PPE, chemicals and equipment.
9. Storage and usage of chemicals in accordance with COSH Regulations 2002

### Resources

1. Cleaning equipment and materials including powered items (e.g. floor polishing machine, carpet shampooer, vacuum cleaner).

### Job Activities

1. Manual operation of cleaning equipment and powered tools in schools, mainly early years in morning, late afternoons and periods of school closure.
2. Skill required in the proper use of tools, chemicals and care of surfaces e.g. polishing.

## Person Specification

Experience, Knowledge and Skills	E/D	Stage
An understanding of health & safety requirements of a school or other public institution.	E	AF, I, R
Understanding of the principles of health & safety in a school environment including COSHE.	E	AF, I, R
Ability to manage own time effectively and demonstrate initiative including establishing procedures and prioritizing own workload.	D	AF, I
Ability to adhere to working procedures and policies within the school environment.	E	AF, I, R
Ability to operate as part of a team or individually as required.	E	AF, I
Ability to perform the physical tasks required by the post, hoovering, sweeping.	E	AF, I
Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the role.	E	AF, I, R

Special Requirements	E/D	Stage
Be able and willing to work outside normal hours in order to meet the demands of the role	E	AF, I
Suitability to work with children	E	AF, I, R, D
Enhanced DBS Check	E	C, D

### KEY

E/D Essential or Desirable  
 AF Application Form  
 C Certificate  
 I Interview  
 R Reference  
 D Disclosure