

Cleaner

Job Title:	Cleaner		
Salary:	GR1	Hours:	To be confirmed Term Time Only
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 the school building and maintain cleanliness in order to prevent any health risk from occurring in school.

Duties and responsibilities

1. Cleaning Duties

- Clean a specified area of the school to the required standard as instructed by the Site Supervisor.
- Wash floors, surfaces, fixtures and fittings and walls up to a specified height.
- Clean inside windows up to a specified height.
- Sweep and vacuum floors throughout the designated area.
- Polish and dust surfaces and furniture to the required standard.

2. Equipment and Materials

- Clean toilet and shower areas, ensuring they are hygienic and properly sanitised at all times.
- Use cleaning materials appropriately and strictly in accordance with their instructions for use.
- Use power cleaning equipment as directed by the Site Supervisor.
- Ensure all cleaning equipment is used, stored and maintained correctly and safely after use.
- Empty bins and remove rubbish from the premises in line with the school's waste disposal procedures.
- Undertake non-routine cleaning tasks as instructed by the Site Supervisor.

3. Health and Safety

- Comply with all requirements of the Health and Safety at Work regulations at all times.
- Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work.

- Co-operate with the employer in ensuring that health and safety responsibilities are properly carried out.
- Ensure that all tasks are carried out with due regard to health and safety requirements and that any hazards or concerns are reported promptly.

4. Reporting and Communication

- Report any damage to school property or other relevant matters to the Site Supervisor as soon as possible.
- Identify, evaluate and report any risks to health, safety or security in the school working environment to the Site Supervisor.
- Establish constructive relationships and communication with all staff and other agencies or professionals.
- Contribute to the overall cleanliness and presentation of the school, raising any concerns about standards or resourcing with the Site Supervisor.

5. General Duties

- Undertake any relevant training as required by the school or Trust.
- Adhere to the overall ethos, aims and vision of the school, promoting these through day-to-day conduct and interactions.
- Comply with the school's policies and procedures relating to child protection, safeguarding, confidentiality, data protection and equal opportunities, reporting all concerns to an appropriate person.
- Undertake any other duties appropriate to the grade in order to ensure the smooth and effective running of the school.

Employee responsibilities

- Uphold the Trust's commitment to safeguarding and promoting 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, and 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 due regard to health and safety requirements.
- Participate in training and other learning activities and performance development as required.
- Act at all times in a manner appropriate to the seniority of the post, promoting the agreed vision and aims of the school.

Supervision received

- Works under the direction of the Site Supervisor.

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- Regularly supervised with work checked by the Site Supervisor. Expected to work within established routines and procedures, subject to periodic scrutiny.

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 Site Supervisor / Headteacher.

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

Signed: _____

Name: _____

Date: _____

Person Specification

Essential	Desirable	Where tested: A – application I – interview T – test or activities C – certificate
Qualifications		
No formal qualifications required.	Basic Health and Safety or COSHH awareness certificate.	A / C
Evidence of any relevant training in cleaning, hygiene or facilities management.	Manual handling or health and safety training certificate.	A
Experience		
Relevant experience of cleaning in a commercial, public sector or educational environment.	Experience of cleaning in a school or similar environment with children present.	A / I
Experience of handling and using cleaning materials safely and correctly.	Experience of using powered cleaning equipment such as vacuum cleaners or buffer machines.	A / I
Experience of following set cleaning schedules, routines or checklists.	Experience of working as part of a team in a cleaning or facilities role.	A / I
Experience of working in an environment with strict health, safety and hygiene standards.	Experience of carrying out non-routine or deep cleaning tasks.	A / I
Knowledge & Skills		
Ability to fulfil all spoken aspects of the role with confidence using the English language, as required by Part 7 of the Immigration Act 2016.	Knowledge of COSHH regulations and the safe use, storage and disposal of cleaning materials and chemicals.	A / I
Ability to operate vacuum cleaners, buffer machines and other powered cleaning equipment safely and correctly.	Knowledge of safe manual handling techniques applicable to cleaning and facilities work.	A / I
Ability to follow instructions, cleaning schedules and routines accurately and consistently.	Understanding of basic health and safety requirements in a school or public building environment.	A / I
Ability to manage own time effectively and complete cleaning tasks to the required		I

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standard within the allocated time.		
Attention to detail with the ability to identify areas requiring additional cleaning and to maintain a consistently high standard.		A / I / T
Ability to communicate clearly and professionally with the Site Supervisor and other staff members.		A / I
Ability to work independently within an established routine and to report any problems, damage or hazards to the Site Supervisor promptly.		I
Physically fit and able to carry out the manual and physical requirements of the cleaning role, including lifting, bending and prolonged standing.		A / I / T
Personal qualities		
Commitment to the ethos, values and safeguarding responsibilities of the Trust.		A / I
Commitment to acting with integrity, honesty and fairness to safeguard the reputation and wellbeing of the school and its community.	Commitment to always maintaining confidentiality in relation to the school, its staff and pupils.	I
Reliable, punctual and dependable with a strong commitment to completing all cleaning tasks to the required standard.		I
Positive, flexible and willing approach with a commitment to supporting colleagues and the smooth running of the school.	Ability to build respectful and co-operative working relationships with the Site Supervisor, colleagues and school staff.	I
Willing to embrace change and undertake any relevant training required for the role.		I