

# JOB DESCRIPTION

## CLEANER

### Grade 2

**Responsible To:** Housekeeper

**Key Relationships/  
Liaison with:** Cleaning Team, Premises Personnel, Administrative Assistants, Learning Support Assistants, Teaching Staff

**Job Purpose:** To ensure that a high level of cleanliness is maintained throughout the School/College on a daily basis.

### DUTIES & RESPONSIBILITIES

1. To carry out cleaning duties as required including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners.
2. Use electrical and mechanical equipment, floor polishers, etc. where necessary and after appropriate training.
3. Use stepladders when necessary and with due regard to the Health & Safety of themselves or others.
4. Use approved cleaning materials in accordance with manufacturers printed instructions and COSHH Regulations. (Chemicals should **NEVER** be mixed with other chemicals).
5. To be responsible for the care of all cleaning equipment and materials assigned to them.
6. Where practicable, ensure windows and doors are closed and locked when leaving rooms.
7. Report to the Premises Officer any defects seen, that are likely to affect security i.e. broken windows, window catches.
8. To be aware of their responsibilities for the Health & Safety of themselves and others.
9. Wear protective clothing provided, also shoes which are suitable for the work being carried out must be worn e.g. slippers and flip-flops are not acceptable as they may create a Health & Safety risk.