



Job Description

Cleaner

Equality Statement

Shefford Lower School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Reporting to: Headteacher and Site Manager/Site Agent

Main purpose

Duties and responsibilities

- To carry out cleaning work to the required standard and as instructed by the Site Manager or Assistant.
- To report to the Site Manager or his authorised deputy, matters that are likely to affect their work or other matters they consider that they should be aware of.
- To use cleaning materials appropriately and economically; to inform Site Manager when stocks are low.
- To ensure that tools and equipment are in good working order, reporting any faults to the Site Manager.
- To ensure that cleaners' storage lockers and cupboards are kept clean and tidy.
- To undertake any non-routine cleaning tasks as instructed by Site Manager or authorised deputy. All cleaners are required to contribute to major cleaning tasks during the school summer holiday period.
- To work to Council guidelines at all times particularly in relation to health and safety policy.
- To attend all essential health and safety training courses as determined by the management of the school and/or the Council.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent), and our child protection and health and safety policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Support a strong safeguarding culture across the school.
- To undertake any other duties of a similar level and responsibility as may be required.

This job description and allocation of responsibilities may be amended by agreement from time to time.