



# Ridgeway School

## Job Description – Cleaner

<b>JOB TITLE:</b>	Cleaner
<b>TYPE OF WORKPLACE:</b>	Special School
<b>RESPONSIBLE TO:</b>	Executive Headteacher and Site Agents
<b>JOB PURPOSE:</b>	To maintain school premises to the required standard of cleanliness; required to clean all rooms, toilets, cloakrooms, corridors, halls and all other areas in use.
<b>HOURS:</b>	10 hours per week, Mon-Fri 3.45-5.45pm, to include school holiday working as agreed with the school

### Main duties and responsibilities:

1. To carry out cleaning work to the required standard and as instructed by the Site Agents.
2. To report to the Site Agents or Operations Manager, matters that are likely to affect their work or other matters they consider that they should be aware of.
3. To use cleaning materials appropriately and economically; to inform Site Agents when stocks are low.
4. To ensure that tools and equipment are in good working order, reporting any faults to the Site Agents.
5. To ensure that cleaners' storage lockers and cupboards are kept clean and tidy.
6. To undertake any non-routine cleaning tasks as instructed by Site Agents or Operations Manager. All cleaners are required to contribute to major cleaning tasks during the school summer holiday period.
7. To work to school guidelines at all times particularly in relation to the health and safety policy.
8. To attend all essential health and safety training courses as determined by the management of the school.
9. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
10. To undertake any other duties of a similar level and responsibility as may be required.