

Cleaner

Job Description and Person Specification

Confirmation of post details:	
Post holder:	Job Title: Cleaner
Service:	Responsible to:
Primary contacts:	Grade: Newman 1 (NJC 2)
Location:	Any specific working arrangements:

This job description is a guide to the work you will initially be required to undertake and may be reviewed from time to time to meet changing circumstances.

Job Description:
<p>Purpose of role:</p> <p>The Cleaner is responsible for:</p> <ul style="list-style-type: none"> • Undertaking general cleaning duties to maintain a high standard of cleanliness within the school as directed and to assist in providing a clean, healthy and safe environment for all.
<p>Roles and Responsibilities</p> <ul style="list-style-type: none"> • Carry out cleaning tasks as directed by the appropriate supervisor • The cleaning of toilet facilities and associated tasks required to achieve a high quality of cleanliness • Operate and use cleaning equipment, such as floor polishers, deep cleaners, and materials safely and correctly ensuring adherence to the school's Health and Safety policy • Storing allocated equipment and materials safely and securely • Collecting and disposing of waste • Cleaning of fixtures and fittings • Performing duties in line with Health and Safety regulations, COSHH, manual handling and take action where minor hazards are identified, reporting serious hazards to line manager immediately • Ensuring the safe use of chemicals, machinery and equipment in line with current legislation, policies for health and safety and in accordance with training provided • Refilling and replacing soap, towels and other materials taking stock from caretaker
<p>Support for the school:</p> <ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop • Contribute to the overall ethos/work/aims of the school • Appreciate and support the role of other professionals • Attend relevant meetings as required • Participate in training and other learning activities and performance development, as required • Assist with the supervision of pupils out of lesson times as appropriate • Ensuring all duties and responsibilities are undertaken in line with the school's Health and Safety Policy.

To ensure that a high level of confidentiality is maintained in all aspects of work.

A. So far as reasonably practicable, the post holder must promote safe working practices by employees and in premises/work areas for which the post holder is responsible to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and codes of practice.

B. Work in compliance with the Codes of Conduct, Regulations and policies of the Newman Catholic Trust and its commitment to equal opportunities

C. Ensure that output and quality of work is of a high standard and complies with current legislation/standards

This list is not exhaustive and the jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by their line manager.

This job description may change as the post or the needs of the school develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

Signed employer:		Signed employee:	
Date:		Date:	

Person Specification:		
	Essential	Desirable
Knowledge/Skills		
Ability to work as part of a team	✓	
Able to use cleaning tools and equipment	✓	
Ability to relate well to children and adults	✓	
Ability to work within instructions to complete set and repetitive cleaning tasks to stated time and quality standards	✓	
Knowledge of Health and Safety procedures and precautions	✓	
Ability to carry out work that is highly specific in nature, for example, cleaning allocated area to set standards, collecting and disposing of waste, refilling/replacing soap, towels	✓	
Ability to work flexibly	✓	
Behaviours		
Commitment to the provision and improvement of quality service	✓	
Commitment to maintaining confidentiality	✓	
Commitment to safeguarding and equality	✓	