



The Fernwood School

High Achievement with Care & Discipline for All

JOB DESCRIPTION

CLEANER



Job Purpose

- 1 To undertake cleaning duties to maintain a high standard of cleanliness within the school, to provide a safe and effective learning environment for students, staff and visitors.

Principal Duties and Responsibilities

- 1 To undertake cleaning of allocated areas in line with specified standards and as directed
- 2 Cleaning duties include the cleaning of touchpoints, sweeping, vacuum cleaning, floor polishing, dusting, mopping, maintaining sanitary items etc.
- 3 To operate / use domestic and industrial cleaning equipment and materials, following appropriate training.
- 4 Store allocated equipment safely and securely.
- 5 Collect and dispose of waste.
- 6 To assist members of the premises staff and cleaning staff with other duties, as required.
- 7 To undertake specialist cleaning programmes / deep cleans during school closure or other designated periods.
- 8 To report faults and hazards to the Caretaker, as soon as possible.
- 9 To work on own initiative, unsupervised whilst carrying out duties.
- 10 To demonstrate safe working practices and perform duties in line with health and safety regulations, including COSHH.

Undertaking any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.



Person Specification for Cleaning staff

Experience:

- Working knowledge of cleaning practices is desirable but not essential
- Experience of working in a school or similar role is desirable

Qualifications

Training:

- Relevant knowledge of cleaning processes is desirable but not essential

Practical Skills:

- Ability to manage own time effectively and multitask
- Ability to adhere to working procedures and policies within the school environment
- Ability to operate as part of a team or individually as required
- Ability to relate well to children and adults
- Good communication skills

Personal Qualities & Attributes:

- Warm and positive attitude
- Remaining calm during busy or challenging situations
- Enthusiastic and flexible.
- A willingness to promote the school's ethos
- Ability to smile when things don't quite go according to plan.