

## Cleaner Job Description

This job description outlines the requirements and specification of the ideal candidate for the role of a Cleaner.

Cleaners work under the guidance of the site manager To provide an on site cleaning service for a specified area whilst maintaining a high standard of cleanliness with the school so that pupils and staff can work and learn effectively .

Employment details	
<b>Job title</b>	Cleaner
<b>Reports to</b>	<u>Site Manager/Headteacher</u>
<b>Hours of work</b>	
<b>Salary</b>	£24,795.86

### General duties

- Clean allocated areas to the required standards using safe and appropriate methods and equipment.
- Empty bins, remove waste safely, and dispose of materials following school procedures.
- Replenish supplies such as soap, paper towels and toilet tissue.
- Clean floors, surfaces, furniture, toilets and communal areas as directed.
- To clear up hazards to pupils and staff (i.e. broken glass) in the absence of the caretaker.
- Assist with deeper cleaning tasks during holiday periods.
- Any other duties as reasonably required.

### Health and Safety

- Use cleaning chemicals safely and in line with COSHH guidance.
- Wear appropriate PPE and follow all health and safety procedures.
- Use warning signs to ensure safety of pupils, staff and visitors.

- Report hazards, defects, breakages or low stock to the Site Manager promptly.
- Ensure equipment is cleaned, checked for safety and stored correctly after use.

**Professional Conduct**

- Maintain confidentiality where required.
- Work professionally with staff, pupils and visitors, promoting a positive school environment.
- Provide occasional cover for absent colleagues as needed.

**Professional development**

- Participate in training and other professional development as required.
- Participate in professional development meetings with your line manager.

## Cleaner Person Specification

Skills and Experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Ability to carry out physical cleaning tasks safely.</li> <li>• Reliability, punctuality and good attendance.</li> <li>• Ability to follow instructions and work independently.</li> <li>• Awareness of safe working practices.</li> <li>• Positive attitude and willingness to contribute to the school environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of cleaning in a school or workplace environment.</li> <li>• Experience using cleaning machinery such as buffing or vacuuming equipment</li> <li>• Knowledge of COSHH practices an advantage, although full training will be given.</li> </ul>
Personal traits	
The successful candidate will be	
<ul style="list-style-type: none"> <li>• Able to work independently but also as part of a team.</li> <li>• Punctual and professional.</li> <li>• Able to maintain successful working relationships with colleagues.</li> <li>• Reliable and able to be flexible in their approach to work.</li> </ul>	
Additional requirements	
The successful candidate will have	
<ul style="list-style-type: none"> <li>• The capacity to work flexibly.</li> <li>• An enhanced DBS check.</li> <li>• Available references from a previous employer or organisation.</li> </ul>	