Job Description – Cleaner

Job Title: Cleaner

Reports to: Headteacher or another nominated member of staff/Caretaker

Liaison with: Headteacher, Premises Manager, Estates Manager, School members

To undertake general cleaning duties to provide a clean, hygienic and safe environment for teaching and other school activities. Working either individually or as part of a team.

Main Job Purpose:

1. Cleaning

- To carry out cleaning tasks set out in the school's cleaning schedule.
- To use all cleaning materials and equipment in a safe and proper manner and in accordance with any instructions and specifications provided.
- To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Headteacher (or another nominated supervisor).
- To observe health and safety and security requirements.
- To complete any appropriate records or documentation required by the Headteacher.
- To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school.
- To ensure that work undertaken complies with stated requirements and undertake appropriate training, as required.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- Daily use of cleaning equipment, chemicals and machinery. Training and appropriate personal equipment will be provided.
- In addition to the cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.
- The cleaning duties will be undertaken indoors on school premises. On occasions, this may involve cleaning vomit or excrement from toilet areas.

2. H&S and Safeguarding

- Comply with the Trust's Health and Safety rules and regulations, and with Health and Safety legislation.
- To fully comply with the Trust's safeguarding policy - Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy
- Work within the school policies and procedures.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.

Person Specification – Role

Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

	Essential	Desirable	Assessed
Qualifications	• Basic numerical and literacy skills • No formal qualifications required • No previous experience required	• Good standard of knowledge of cleaning programmes and security issues. • A working knowledge of Health & Safety and COSHH Regulations.	Application Form Interview
Knowledge and Understanding	• The post holder is expected to report and record any problems involving cleaning materials, equipment breakdown, health and safety matters or suchlike to the Headteacher/Finance & HR		Application Form Interview
Skills and Abilities	• Able to work flexibly within the requirements of the school		
Working with others	• Regular contact with the Headteacher, Finance-HR manager and other cleaning staff regarding cleaning duties. General contact with other school staff.	• Show experience of working alongside others	Application Form Interview
Personal Attributes	• Person of integrity • Able to maintain confidentiality • Able to remain impartial • Flexible approach to working hours • Sympathetic to the needs of others • Open to learning and change • Positive attitude to personal development and training • Good interpersonal skills • Sympathetic to the vision and values of the Trust.	• Enthusiastic and resilient	