

Job Description

Job Title	Cleaner		
Grade	В		
Responsible To	Site Supervisor / Site Manager		
Staff Manage	None		
Job Family	Site Team		
Job Purpose:	To provide a high quality, effective cleaning service to ensure a clean and hygienic environment for all building users.		
Job Context:	The caretaker and cleaning team as a whole are responsible for maintaining high standards of cleanliness throughout the school. The post is required to work with cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided.		
Accountabilities / I	Main Responsibilities		
Operational Issues	 To carry out cleaning duties within allocated timescales and to take a flexible approach in order to meet the schools requirements. Duties will include (but not exhaustive): General dusting of furniture, fixings and fittings Dust control mopping/sweeping of floors Vacuuming floors Cleaning and polishing floors using electrical buffing machine Damp/wet mopping of floors Polishing furniture, cleaning internal glass Cleaning of sanitary fittings To use cleaning materials as instructed Specialist cleaning (e.g. stripping & sealing of floors) Emptying of waste paper bins Wiping surfaces, fixtures and fittings & paintwork Ad-hoc litter picking duties 		
Communications	Communicate effectively with other members of staff within the school.		
Safeguarding	 To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate Know about data protection issues in the context of your role. Maintain confidentiality as appropriate Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation. 		
Systems and	To fulfil the necessary administrative tasks associated with the responsibilities of the		
Information	post.		
Resource Management	 To participate in the training and development and performance management processes within the school Store cleaning equipment and products safely and securely 		
Data Protection	 To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. 		
Health and Safety	 Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. To work with colleagues and others to maintain health, safety and welfare within the working environment. 		



	 Perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately 		
Equalities	 We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. Develop own understanding of equality issues. 		
Flexibility	 Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures 		
Customer Service	 The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. The Trust requires that staff offer the best level of service to their customers and behave 		



Person Specification

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Grade	В			
Responsible To	Site Supervisor / Site Manager			
Staff Manage	None			
Job Family	Site Team			
Essential		Desirable (if not attained, development may be provided for successful candidate)		
Knowledge				
Awareness of Health & Safety		Ability to use floor machines		
Experience				
Experience of undertaking general cleaning duties		Experience of working as part of a teamExperience of working in the cleaning industry		
Occupational Skills				
Able to work with minimum supervision.Self-motivated				
Punctuality				
Flexible approach				
Attention to detail				
Ability to manage time effectively to complete tasks				
to a high level.				
· ·	both alone and within a team to			
achieve specified standards				
Good verbal communication skills Qualifications				
Quantications		Appropriate first aid training (dependant on the		
		school's needs)		
Other Requirements				
Enhanced DBS of	clearance			
 Ability to carry out general cleaning duties as detailed in the Job Description 				