

Job Description

Job Title: Cleaner

School: See advert

Reporting to: Site Manager

Purpose of the post

To work under the direction and instruction of the Site Manager to undertake individually, or as part of a team, the cleaning of designated areas and associated accommodation to ensure they are kept in a clean and hygienic condition.

Key Tasks

Maintenance and Cleaning

- Carry out cleaning tasks as directed by the appropriate supervisor to include:
 - o Mop sweeping
 - o Single solution mopping
 - o Buffing
 - o Spray cleaning
 - o Suction cleaning
 - o Damp wiping
 - o Waste disposal
 - o Stripping and resealing of hard floors
- Cleaning of toilet facilities and associated tasks required to achieve a high quality of cleanliness.
- Cleaning of fixtures and fittings.
- Take initiative to perform cleaning and tidying tasks that are not specifically directed but require attention as part of maintaining overall high standards.
- The use of appropriate cleaning equipment and machinery. Ensuring the safe use of chemicals, machinery and equipment when carrying out the cleaning function in line with current legislation, standards and Trust policies and procedures for Health and Safety and in accordance with training provided.
- Inform line manager of any cleaning materials or equipment required.
- Report any Health and Safety issues.

Key Skills & Attributes

- Ability to work effectively and supportively as part of the school team.
- Ability to act on own in initiative.
- Able to communication at different levels.
- Dedicated to customer service.
- Highly motivated to deliver to a high standard
- Understanding of COSHH and safe use of chemicals.

Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Headteacher or Site Supervisor.

Health and Safety

The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.



Person Specification

Criteria	Requirement	Essential / Desirable
Experience	Experience of cleaning in a professional environment (e.g. school, office, healthcare or similar)	Essential
	Experience of using cleaning equipment and materials safely	Desirable
Knowledge and Understanding	Basic understanding of cleaning methods and standards required to maintain hygiene	Essential
	Awareness of health and safety procedures, including safe use of equipment and chemicals (COSHH)	Desirable
	Understanding of safeguarding responsibilities within a school environment	Desirable
	Formal training in COSHH or health and safety	Desirable
	Understanding of school routines and expectations	Desirable
Skills and Abilities	Ability to work effectively as part of a team and independently when required	Essential
	Ability to follow instructions and complete tasks to a high standard	Essential
	Good attention to detail and commitment to maintaining cleanliness	Essential
	Ability to manage time effectively and prioritise tasks	Essential
	Ability to communicate appropriately with colleagues and supervisors	Essential
	Ability to identify and report maintenance or health and safety issues proactively	Desirable
Personal Qualities	Reliable, punctual and trustworthy	Essential

Criteria	Requirement	Essential / Desirable
	Takes pride in their work and maintains high standards	Essential
	Proactive and able to use initiative to address cleaning needs	Essential
	Positive attitude and willingness to contribute to the wider school team	Essential
	Commitment to equality, inclusion and respectful working practices	Essential
Other Requirements	Willingness to undertake training and development	Essential
	Commitment to safeguarding and promoting the welfare of children	Essential
	Flexibility to undertake a range of duties as required by the school	Essential