



Job Description

Job Title	Cleaner
Grade	Scale 1
Reports to	Site Manager
Liaison with	Site Manager and Class Teachers
Job Purpose	To undertake cleaning within the school according to Procedures Codes using a variety of methods including machinery and adhering to safety regulations.
Duties and Responsibilities	<p>Cleaning Operations and Maintenance</p> <ul style="list-style-type: none"> • To carry out cleaning in all and any areas of the school. • To ensure the frequency of cleaning to be undertaken as directed by Procedure Codes. • To carry out the replacement to roller towels, renewing the supply of toilet rolls and the replacement of bin liners as necessary. • Undertake such other duties relating to the cleanliness of the school premises as may be necessary within the reasonable requirements of the Headteacher and Trust Board. <p>Site Security and Emergency Response</p> <ul style="list-style-type: none"> • Assisting with the locking and unlocking of school buildings and rooms. • To assist as necessary with the cleaning up after break-ins or vandalism at the school. • In emergency situations, assist with the clearing of snow and ice from paths and entries to ensure site accessibility. <p>Health, Safety and Reporting</p> <ul style="list-style-type: none"> • To notify the Caretaker or other Senior member of staff, of any damage to buildings and equipment. • Report any observations that may be dangerous to pupils and/or staff. • Maintain a responsible attitude to health and safety issues, showing due regard for personal safety and the safety of others. <p>Professional Development and Equipment Care</p> <ul style="list-style-type: none"> • To undertake training in the correct use of cleaning equipment such as floor machines, Vacs, wet pick-ups. • Participate in training regarding Health and Safety regulations and the safe handling of cleaning chemicals (COSHH).
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager.



- Attend relevant training and take personal responsibility for own CPD.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.
- To understand and apply school policies in relation to health, safety and welfare.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.