



Job Description: Cleaner

The Directors and staff at the Learning for Life Education Trust schools are committed to safeguarding and promoting the welfare of children and expect all staff, volunteers and visitors to share this commitment.

The Trust is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Job Title: Cleaner

Line Manager: Site Supervisor

Purpose of the post:

To be responsible for the day-to-day cleaning of the school, maintaining high and consistent standards throughout.

Key tasks and activities

- Clean designated areas of the school using appropriate tools and materials including brush, mop, duster, vacuum, buffer and polisher as required to ensure a high standard of cleanliness and hygiene is maintained. This will include:-
 - Cleaning desks, chairs, other furniture, sinks, windowsills, pipework, skirting boards, floors etc.
 - Cleaning toilet areas and replenishing toiletries.
 - Cleaning doors and windows.
 - Emptying/cleaning bins and disposing of waste to the appropriate external bins.
- Spot cleaning of spillages e.g. as a result of drink spillages, children being ill, accidents etc. in accordance with health and safety procedures.
- Move furniture and equipment if required, with the assistance of colleagues as necessary to enable cleaning of all areas.
- Checking stock levels of cleaning materials and liaise with the Site Supervisor on requirements.
- Report all defects/hazards immediately to the Site Supervisor.
- Take initiative to perform cleaning tasks that are not specifically contained within the job description but require attention as part of maintaining overall high standards.
- Liaise with the Site Supervisor/other members of staff as required to ensure the cleaning rota operates smoothly around both school events and outside lets.
- Work as part of a team with all staff to meet standards and school objectives.
- The safe use of chemicals and cleaning materials as instructed by the Site Supervisor following Health and Safety guidelines and the use of Personal Protective Equipment (PPE).
- To operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers following Health & Safety guidelines.
- To maintain all school standards of hygiene and safety of all cleaning equipment and cleaning cupboards in your charge.
- Checking and closing windows, switching off lights after work.
- During periods when the school is closed, routine cleaning is undertaken throughout the school. This may include stripping and sealing floors, high level dusting, wall washing, etc.
- Such other relevant duties as may be allocated from time to time.