

# Education Site Team

<b>JOB TITLE:</b>	<b>Cleaner</b>
<b>REPORTS TO:</b>	Lead Cleaner/Caretaker
<b>GRADE:</b>	<b>Pay band 1</b>
<b>SUPERVISES:</b>	Not Applicable

## **JOB PURPOSE:**

To participate in the provision and maintenance of an effective and efficient cleaning service in specified areas of the School's premises. Routine duties may vary between term time and School closures and to cover for absent colleagues.

## **KEY ACCOUNTABILITIES:**

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

## **PRINCIPAL RESPONSIBILITIES/DUTIES**

- Emptying bins and removing waste to a designated area; mopping; sweeping; spray cleaning; wall washing; window cleaning; dusting; damp wiping; washing; polishing; sanitary appliance cleaning. Also, as required and following appropriate training, machine scrubbing and drying; buffing; suction cleaning.
- Specialist cleaning tasks which may include carpet cleaning, upholstery cleaning, removal of stains, chewing gum and graffiti etc, stripping and dressing/sealing floors, de-scaling sanitary appliances.
- Operating/using domestic and industrial cleaning equipment and materials following appropriate training.
- Keeping equipment and storage areas in a clean and safe condition.
- Replenishing hygiene requisites as appropriate.
- Informing senior staff or other designated person of faults, damage and vandalism or any issue that may restrict the cleaning process.
- Securing/closing internal doors and windows as appropriate.

The post-holder will have regular contact with teaching and non-teaching staff, when receiving instructions, seeking advice or reporting and whilst cleaning staff offices etc.