

Job Title	Cleaner
Responsible to:	Headteacher

PURPOSE OF THE ROLE

The Cleaner under the direction of the Headteacher will:

- Maintain the school premises to a high standard of cleanliness.
- Clean all rooms, including classrooms, offices, toilets, cloakrooms, halls and all other areas in use.

KEY RESPONSIBILITIES

Cleaning

- To be responsible for cleaning the school site in line with cleaning specification.
- Carry out online training as required for the job role in a timely manner.
- To use cleaning materials as intended and in line with current COSHH and other health legislation.
- Work with the school team to highlight any cleaning issues within the school and find appropriate solutions.
- To operate cleaning machinery, e.g. vacuum cleaners and polishers in a safe way and to notify the Headteacher of any concerns with the equipment.
- To maintain confidentiality in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To follow all school, local and national Health and Safety procedures whilst on site.

Duties

Duties to include (but are not limited to) the following:

- Vacuum cleaning hard and soft floors
- Spot cleaning of spillages including bodily fluids
- Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
- Emptying and cleaning waste and recycling bins
- Cleaning toilets including sanitary fittings and surrounds
- Mopping and spray cleaning hard floor surfaces including the school hall floor
- Wiping and polishing and straightening furniture
- Replenishing supplies in toilets and classrooms, etc
- Checking and closing windows, switching off lights after work
- Such other duties as may be allocated from time to time
- All defects/hazards must be immediately reported to the Headteacher

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01353 656760
www.demat.org.uk

DEMAT Office Address:

Grace Building, 8 High Street, Ely, Cambridgeshire, CB7 4JU

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Person Specification

Attributes	Essential (E) or Desirable (D)
Knowledge, Qualifications and Experience	
Good understanding of general health and safety operational practices, working methods and work schedules involved.	E
Understanding and awareness of the related health and safety issues associated with cleaning materials.	E
Commitment to undertake professional training/development relevant to the post/seeking career progression	D
Previous experience working in a primary school	D
Previous experience working in a cleaning role.	E
Previous experience of COSH	D
Knowledge, Skills and Abilities	
Good communication skills.	E
Ability to use, clean and maintain a full range of industrial and domestic cleaning equipment and materials.	E
Strong organisational, personal time management and planning skills	E
Can use ICT effectively	E
Ability to ensure that policy and procedures are carried out correctly and effectively	E
Ability to maintain cleaning records.	E
Personal Attributes	
Ability to work independently or as part of a team.	E
High levels of adaptability and flexibility	E

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