



## JOB DESCRIPTION

<b>Job Title:</b>	Cleaner
<b>Salary:</b>	Grade 1 SCP 2
<b>Hours of work</b>	Part time, All year round

<p><b>Job Purpose:</b></p> <p>Cleaners are responsible for a wide range of cleaning duties and responsibilities, which include ensuring that areas of work allocated are cleaned to the required standard/specification.</p>
<p><b>Overall Responsibilities and Tasks</b></p> <ul style="list-style-type: none"> <li>• Thoroughly clean areas to the required specification, as directed, using correct techniques and cleaning equipment.</li> <li>• Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or students.</li> <li>• To be responsible for locking and unlocking windows and doors</li> <li>• Working safely using correct warning signs, protective clothing and safety equipment and being mindful of hazards to other staff and students. Compliance with the Health and Safety practices of the Trust/School.</li> <li>• Replenishing supplies of toiletries, plastic bags etc, as directed</li> <li>• Able to deal with all types of cleaning in all areas of the School, which may involve dealing with bodily fluids on occasion (suitable protective clothing will be supplied).</li> <li>• Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemical are securely stored away when not in use.</li> <li>• To be responsible for emptying vacuum cleaners and buffer vacuum bags at the end of each session. Cleaning and checking all equipment that has been used. Checking cables for wear and tear and storing away in a suitable safe area. Notifying Site Manager of any faults found.</li> <li>• Ensure mops, cloths etc, are washed and left to dry as appropriate at the end of each session.</li> <li>• Report immediately to the Site Manager any defective electrical sockets, lighting, vandalism etc, in your cleaning area</li> <li>• Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition.</li> <li>• Covering on a rota basis for absent colleagues when required, which may involve some change in hours/times</li> </ul>
<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• To comply with the requirements of Health and Safety and safer working practices and other relevant legislation and Trust Policies.</li> <li>• To ensure Personal Protective Equipment (PPE) is used whenever there are risks to Health &amp; Safety that cannot be adequately controlled in other ways.</li> </ul>



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| <ul style="list-style-type: none"><li>• Ensure site areas involved with sickness are cleaned immediately and disinfected where appropriate</li><li>• Know the location of first aid equipment and firefighting equipment within the school</li></ul> |
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<b>Other</b>
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| <ul style="list-style-type: none"><li>• Any reasonable task as directed by the Site Manager</li></ul> |
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### ***Special Conditions***

SJBCA is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

[Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975- GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/rehabilitation-of-offenders-act-1974)



### PERSON SPECIFICATION

	Essential	Desirable
<b>Experience</b>	Experience of undertaking a range of cleaning duties	Some experience of Health and Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials
<b>Personal and Professional Qualities</b>	<p>Highly motivated and committed</p> <p>High standards of cleanliness</p> <p>Ability to work effectively as a member of a team</p> <p>Ability to act on own initiative, dealing with any unexpected problems that arise</p> <p>Willingness to take personal responsibility for standard of work carried out</p> <p>Ability to work in an organised and methodical manner</p>	<p>Supportive of our school ethos</p> <p>Willingness to undertake professional and personal development</p>