Job Description

# Post Title: Cleaner

**Job Ref No:**  1025

**Responsible to: (**Headteacher, Site Supervisor, School Business Manager)

**Responsible for:** n/a

**Purpose of Job**

To carry out essential cleaning and tidying tasks before or after school opening times in designated areas of the school to ensure that the school is maintained to a high standard of cleanliness.

Understand and implement all Safeguarding policies and procedure in relation to working with children and young people.

**Job Context**

The job holder will generally be employed during term times only with occasional need to enter the school during half-terms or holidays to assist with deep cleaning tasks of fixtures and fittings, carpets and floor stripping and polishing.

The job holder may work alone in designated areas or work as part of a team or in pairs.

Areas to be cleaned can include classrooms, corridors, halls, dining areas, staff rooms, changing rooms and toilets.

The jobholder must be mindful if they are required to clean when pupils and staff are around.

**Accountabilities**

* 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.

* Duties to include the following:
  + Vacuum cleaning hard and soft floors
  + Spot cleaning of spillages
  + Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
  + Cleaning toilets including sanitary fittings and surrounds
  + Mopping and spray cleaning hard floor surfaces
  + Wiping and polishing and straightening furniture
  + Checking and closing windows, switching off lights after work
* Empty bins and dispose of waste according to school policies on waste and

recycling for efficiency and hygiene standards for all school users.

* Top up consumables e.g. soap dispensers/toilet rolls, towels to maintain

standards of hygiene and comfort for all users.

* Move furniture and equipment if required, with the assistance of colleagues

as necessary to enable cleaning of all areas.

* On a regular basis, such as during school holidays, to undertake deep

cleaning of walls, skirting boards, paintwork, staircases and handrails etc. to

ensure a high standard of cleanliness and hygiene is maintained.

* Clean up spillages as they occur e.g. as a result of drink spillages/ children

being ill in accordance with health and safety procedures or deal with as

instructed by management.

Safeguarding

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Promote the safeguarding of all pupils in the school

**Additional Requirements**

This job description outlines the main duties of the post but does not exclude other duties, which may be undertaken to ensure the efficient operation of the school. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.

**PDET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

Person Specification

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Educational achievements, qualifications and training | * Able to communicate clearly and follow instructions. |  |
| Job related knowledge, aptitude and skills | * Ability to prioritise work * Ability to manage time effectively. * Reading skills for following instructions * Awareness of health and safety procedures |  |
| Equal Opportunities | * An understanding of and commitment to equality of opportunity. |  |
| Personal Qualities | * Ability to communicate with a wide range of people. * Initiative and the ability to work without supervision. * Ability to work both alone and as part of a team. * Be flexible to changing demands of the post. * Take pride in a job well done. * Punctual, reliable and trustworthy | * Positive outlook * Good sense of humour. |
|  | * Must have high standards of cleanliness |  |
| Physical | * Must be able to meet the physical demands of the role. |  |