

Job Description



Job Title: School Cleaner

Reports To: Headteacher or other nominated member of staff/Caretaker

Main Job Purpose:

- To undertake general cleaning duties to provide a clean, hygienic and safe environment for teaching and other school activities.

Main Duties:

1. **Cleaning**

1. To carry out cleaning tasks set out in the school's cleaning schedule.
2. To use all cleaning materials and equipment in a safe and proper manner and in accordance with any instructions and specifications provided.
3. To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Headteacher (or other nominated supervisor).
4. To observe health and safety and security requirements.
5. To complete any appropriate records or documentation required by the Headteacher
6. To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school.
7. To ensure that work undertaken complies with stated requirements and undertake appropriate training, as required.
8. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
9. Daily use of cleaning equipment, chemicals and machinery. Training and appropriate personal equipment will be provided.
10. In addition to the cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.
11. The cleaning duties will be undertaken indoors on school premises. On occasions, this may involve cleaning vomit or excrement from toilet areas.

2. **Comply fully with the Trust's safeguarding policy.**

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Person Specification

Key criteria	Essential	Desirable
Skills, knowledge and aptitudes	<ul style="list-style-type: none"> • Good standard of knowledge of cleaning programmes and security issues. • A working knowledge of Health & Safety and COSHH regulations. On-going training will be provided. 	
Qualifications and training	<ul style="list-style-type: none"> • No formal qualifications or previous experience are required. 	
Experience	<ul style="list-style-type: none"> • No experience required. 	
Personal Attributes	<ul style="list-style-type: none"> • Person of integrity • Able to maintain confidentiality • Able to remain impartial • Flexible approach to working hours • Sympathetic to the needs of others • Open to learning and change • Positive attitude to personal development and training • Good interpersonal skills • Sympathetic to the vision and values of the Trust 	<ul style="list-style-type: none"> • Sense of humour • Enthusiastic and resilient
Other Special Requirements	<ul style="list-style-type: none"> • Able to work flexibly within the requirements of the school • Regular contact with the Headteacher, Finance-HR manager and other cleaning staff regarding cleaning duties. General contact with other school staff. • The post holder is expected to report and record any problems involving cleaning materials • equipment breakdown, health and safety matters or suchlike to the Headteacher/Finance & HR and 	