

Job Title: Cleaner

Cleaner in Charge	
Main Job Purpose:	To undertake the cleaning of the school building and facilities in order to maintain a high standard of cleanliness, hygiene and safety of the school buildings and grounds at all times.
Main Duties	
1.	To maintain all areas of the school buildings in a clean, tidy and hygienic condition. To draw up a programme of work to ensure the cleanliness of all areas of the school is maintained.
2.	To ensure the safety of the school buildings at all times. To act as a keyholder, including setting and immobilising school alarms.
3.	To organise and complete major periodic cleaning activities.
4.	To operate cleaning machinery and other equipment appropriately and in a safe manner. To monitor cleaning equipment, ensuring its proper upkeep and servicing and report any defects or concerns to the designated manager.
5.	To prepare and clean rooms for meetings. To ensure cloakrooms are stocked with soap, towels, etc. To undertake emergency cleaning (soiling of toilets, sickness, floods, etc.) as necessary.
6.	To report to the designated manager any major defects in building, equipment and security systems observed in the course of duties.
7.	To maintain an adequate stock of cleaning materials from approved suppliers and to arrange replacement of stock.
Creativity and Innovation (i.e. Problem Solving)	
<p>The work undertaken by the post holder is largely regulated by laid down procedures.</p> <p>There is a requirement for occasional use of creative skills to resolve routine problems / issues such as attending to security issues, reporting any breakdowns, defects, etc. within the school which the post holder may encounter during the course of his / her duties.</p>	
Key Contacts and Relationships	
Contacts	Reason
Administrative Officer, Headteacher and Premises Governors	Information relating to cleaning activities, concerns relating to machinery repairs, low stocks of cleaning materials, faults to premises which may be detected during the course of duty.
All staff, pupils and visitors	Advising on areas out of service due to cleaning activities, etc.
Decisions	
<p>Work is carried out within clearly defined procedures / rules.</p> <p>Basic work decisions are taken by the post holder about security problems and organisation of cleaning (e.g. orders of cleaning / maintenance of materials or equipment).</p>	
Resources	
<p>The job holder would typically be responsible for the care and proper use of cleaning equipment and materials.</p> <p>The postholder is required to ensure the security of the buildings during the course of his/her duties and also to act as a keyholder, setting and immobilising school alarms appropriately.</p>	

Working Environment

Physical demands will be commensurate with general cleaning duties.

There will be some exposure to dust, dirt and unpleasant conditions, e.g. cleaning toilets.

There will be occasional noise from machinery.

There is some exposure to risk when the post holder is required to operate machinery and some exposure to hazardous chemicals (e.g. industrial cleaning materials).

The post holder will encounter members of the public, visitors to the school, contract staff, pupils, etc.

Knowledge and Skills

Good standard of knowledge of cleaning programmes and security issues.

Working knowledge of Health and Safety at Work Act and COSHH regulations.

Safeguarding

Woodborough School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Criminal records Bureau check before appointment is confirmed.