



ALDERMAN JACOBS SCHOOL
JOB DESCRIPTION
Cleaner

Position: Cleaner
Salary: NJC Point 2
Responsible to: Site Officer

Core Purpose:
To meet the school’s aim:
“Energy for Learning, Life and the Environment”

Overall responsibility

To provide, under the direction/instruction of site manager and senior staff a clean and hygienic school environment which meets specified cleaning and standards.

Responsibilities:

- 1** Ensure the maintenance of a clean and orderly working environment
- 2** Participate in the maintenance and cleaning of the school and related premises/areas, including:
 - Cleaning all surfaces, fixtures and fittings;
 - Cleaning floors, walls, partitions and internal woodwork as appropriate;
 - Cleaning equipment after use;
 - Undertaking special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises;
 - Collecting and dispose of waste in an appropriate manner; and
 - Cleaning and maintaining waste bins.
- 3** Maintain and arrange orderly and secure storage of supplies, and refill and replace consumables
- 4** Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches.
- 5** Report faulty equipment and other maintenance requirements to site manager
- 6** Ensure lights and other equipment are switched off as appropriate and all doors and windows are closed.
- 7** Treat all users of the school with courtesy and consideration, and promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health & safety legislation) at all times.
- 8** Contribute to the overall ethos, work and aims of the school.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check and medical questionnaire.

XX INSERT FILE NAME AND PATHXX

Date agreed



- 9 Attend relevant meetings and participate in training and development activities and programmes as required.
- 10 To safeguard the health and safety of pupils in your care and follow the school's child protection procedures.

Safeguarding

- To ensure an environment that safeguards all pupils
- Encourage good practice by promoting and championing the child protection policy and procedures
- Respond appropriately to disclosures or concerns which relate to the well-being of a child, following school policies at all times.
- Attend and participate in relevant training, sharing the knowledge and ideas gained with colleagues
- To read and keep up to date with changes to school policies and DfE guidance

This job description may be amended at any time after discussion with you, but in any case will be reviewed at the beginning of each new school year.

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Date agreed