**Cleaner**

**Grade: HA**

**Main purpose**

To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.

**Key responsibilities**

1. Undertake cleaning of allocated areas in line with specified standards and as directed
2. Operate / use domestic and industrial cleaning equipment and materials, following appropriate training
3. Store allocated equipment and materials safely and securely
4. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
5. Collect and dispose of waste
6. Refill and replace soap, towels and other materials

Individuals in this role may also undertake some or all of the following:

* Undertake specialised cleaning programmes during school closures or other designated periods
* Arrange for both routine and non-routine opening and closing of the school’s buildings and grounds i.e. lettings

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

**Knowledge, Skills & Abilities**

|  |  |
| --- | --- |
| **Knowledge**  Awareness of Control of Substances Hazardous to Health (COSHH)  Level 1 Safeguarding / Awareness of Keeping Children Safe in Education  Understanding of the Schools Ethos, Vision and Values  Manual Handling | **Competencies**  Communication (written and verbal)  Listening  Team working  Customer Service |

**Supervision**

* The jobholder will usually be managed by the Premises Manager
* The post holder may demonstrate own duties to new or less experienced staff.

**Problems, Demands & Decisions**

* Occasionally exposed to emotionally demanding behaviours and situations as a result of pupils’ personal needs.

**Physical Effort**

* Combination of standing and walking.
* Requirement for standing for long periods and/or working in awkward positions

**Working Environment**

* Some exposure to unpleasant conditions, including noise; outdoor working; verbal abuse.