

JOB DESCRIPTION

CLEANER

Grade 2

Responsible To: Housekeeper

**Key Relationships/
Liaison with:** Cleaning Team, Premises Personnel, Administrative Assistants, Learning Support Assistants, Teaching Staff

Job Purpose: To ensure that a high level of cleanliness is maintained throughout the School/College on a daily basis.

DUTIES & RESPONSIBILITIES

1. To carry out cleaning duties as required including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners.
2. Use electrical and mechanical equipment, floor polishers, etc. where necessary and after appropriate training.
3. Use stepladders when necessary and with due regard to the Health & Safety of themselves or others.
4. Use approved cleaning materials in accordance with manufacturers printed instructions and COSHH Regulations. (Chemicals should **NEVER** be mixed with other chemicals).
5. To be responsible for the care of all cleaning equipment and materials assigned to them.
6. Where practicable, ensure windows and doors are closed and locked when leaving rooms.
7. Report to the Premises Officer any defects seen that are likely to affect security i.e. broken windows, window catches.
8. To be aware of their responsibilities for the Health & Safety of themselves and others.
9. Wear protective clothing provided, also shoes which are suitable for the work being carried out must be worn e.g. slippers and flip-flops are not acceptable as they may create a Health & Safety risk.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.

This job description sets out the duties and responsibilities of the post applicable at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.

Open Thinking Partnership is seeking to promote the employment of disabled people and will make any adjustments, considered reasonable to the above duties under the terms of the Equality Act 2010, to accommodate a suitable disabled candidate.