

## **CLEANER: JOB DESCRIPTION**

### **Line of responsibility**

The cleaner will be directly responsible to the cleaning supervisor.

### **Job purpose**

The cleaner is responsible for:

- Undertaking cleaning duties efficiently, safely and to the satisfaction of line management.
- Assisting in maintaining and cleaning the school to ensure its readiness for teaching and other activities undertaken on the premises.
- Working, co-operating with and supporting other team members to ensure that the school's cleaning requirements are fulfilled.
- Complying with the school's health and safety policy and ensuring that all duties are conducted following necessary regulations and making use of appropriate/protective clothing, as required.

### **Duties and responsibilities**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher or line manager.

### **Job specification**

#### **Operational**

- Establish and maintain good relationships with all colleagues and other professionals.
- Use appropriate equipment, materials and detergents for designated areas. Perform duties in line with health and safety regulations (COSHH).
- Ensure that the equipment used to undertake cleaning duties is kept in good working order and that line manager is informed when replenishment is required and if there is a fault with equipment.
- Ensure that all cleaning equipment is cleaned before returning it to the appropriate storage area.
- Ensure adequate stocks of cleaning materials are maintained and inform her/his line manager when items need to be replenished.
- Take action where hazards are identified and report any damage or maintenance required within the school premises to line manager.
- Ensure that windows are shut, lights turned off and doors locked (where appropriate) before leaving the area.
- Empty bins into appropriate refuse sacks and take waste to the appropriate disposal point and in accordance with the schools recycling arrangements.
- Deal with hazardous/infectious solutions and materials, for example, broken glass, in accordance with agreed safe working practices, removing waste to designated areas.
- Clean up body fluid and vomit as required.
- Clean toilets, sanitary areas and washrooms to the required standard.
- Clean all surfaces, fixtures and fittings using the appropriate method.
- Clean and polish glass in doors and partitions.
- Sweep, mop, polish, buff and/or vacuum designated areas as required, for example: classrooms, offices, corridors, toilets.
- Wash and disinfect fixtures and items as required, including drains, sinks and bins.
- Clean window ledges, cupboards tops and other like surfaces.
- Refill and replace soap, towels and other materials
- Remove and replace furniture as required.
- Collect litter from around the school premises as and when required.
- To be a designated key holder and to be responsible for the safe and secure opening and closing of the premises and site on a daily basis.
- Undertake seasonal duties as required, for example undertake a complete deep clean of all allocated areas during holiday periods; duties during the school holiday periods may differ at the discretion of line manager and the headteacher.

- Report any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- Undertake additional cleaning duties as required in emergencies and to cover for other cleaners in the event of staff shortage.

**General**

- Attend school events as required.
- Attend relevant meetings and training sessions.
- Follow the signing in and out procedures in place at the time of starting work and when finishing work.

**CLEANER: PERSON SPECIFICATION**

Essential	Desirable	Evidence
<p><b>Qualifications and experience:</b></p> <ul style="list-style-type: none"> <li>• You will not need previous specific experience or qualifications.</li> <li>• Previous experience would be an advantage but most important is a commitment to the highest standards of cleanliness and hygiene, attention to detail, enthusiasm and punctuality.</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to at least GCSE grade C standard or equivalent in English and mathematics.</li> <li>• Experience of cleaning in a busy environment.</li> <li>• Experience of using a range of cleaning equipment and materials.</li> </ul>	<p>Application form Letter of application References Interviews Certificate/s (to be available at interview)</p>
<p><b>Knowledge and skills:</b></p> <ul style="list-style-type: none"> <li>• Ability to build and form good relationships with colleagues.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</li> <li>• Good verbal and written communication skills appropriate to the need to communicate effectively.</li> <li>• Good standard of numeracy and literacy skills.</li> <li>• Ability to absorb and understand a wide range of information.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of relevant policies and procedures.</li> <li>• Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> <li>• Manual handling.</li> <li>• Safe use of machinery and/or equipment.</li> <li>• COSHH.</li> <li>• First Aid and Hygiene Practice.</li> <li>• Lone working procedures and responsibilities.</li> </ul> </li> </ul>	<p>Application form Letter of application References Interviews</p>
<p><b>Personal qualities:</b></p> <ul style="list-style-type: none"> <li>• Ability to reach and bend, and move light furniture and equipment.</li> <li>• Able to follow direction from line manager.</li> <li>• Initiative and ability to prioritise one’s own work even when under pressure.</li> <li>• Able to work flexibly to support others and respond to unplanned situations.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Desire to enhance and develop skills and knowledge through CPD.</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the school’s ethos, aims and its whole community.</li> </ul>		<p>Application form Letter of application References Interviews</p>