

Job Description



Job Title: Cleaner

Salary Range: Grade A

Hours: 10 hours per week, 4 - 6pm

Weeks: 41 weeks per year = 38 weeks during term time,
Remaining hours during half terms to allow for deeper cleans.

For example: 1 week (12.5 hours) over two days during February half term & the equivalent of two weeks of hours (25 hours) over four days during August for the completion of deep cleans.

Responsible to: The Co-Head-teacher

Job Purpose including main duties and responsibilities

- 1.1 To carry out all cleaning to the required standard of cleanliness as specified by the school, therefore meeting high standards of hygiene.
- 1.2 To ensure that any cleaning equipment and machinery supplied for use are kept in good condition and stored securely in the designated areas.
- 1.3 To keep storage areas clean and tidy and make sure all materials and equipment are stored in a safe manner.
- 1.4 To wear protective clothing provided, including enclosed footwear, which are suitable for the work being carried out.
- 1.5 To ensure the correct use of materials and equipment in accordance with the manufacturer's instructions and recommendations.
- 1.6 To use, where appropriate, powered equipment in undertaking cleaning duties.
- 1.7 To carry out all work in line with Health and Safety regulations and risk assessments.
- 1.8 To advise the Caretaker of any factors that are likely to or have affected work schedules.
- 1.9 To notify the Caretaker of any mechanical failure of equipment or equipment unsafe for use. To inform the Caretaker of additional supplies or cleaning materials required.
- 1.10 To report to the Caretaker any defects found, likely to affect security or health and safety i.e. broken window, window catches, broken tables, chairs etc.
- 1.11 To use step ladders when necessary, following safe systems of working at height.
- 1.12 To engage with and respond to the process of monitoring of cleaning standards, carried out by the Caretaker.
- 1.13 To undertake all cleaning duties including washing, sweeping, vacuuming, emptying of litter bins, dusting and polishing of the designated areas including toilets, showers, fixtures and fittings and inner glass.
- 1.14 To cover for absent colleagues and undertake any other reasonable cleaning or allied task as requested by the Caretaker.

- 1.15 To attend relevant premises/staff meetings.
- 1.16 To be alert and active on issues relating to pupil welfare, safeguarding and child protection and to pass on information and concerns (significant and low-level) to the relevant personnel in the school.
- 1.17 To read, understand and adhere to the Academy's rules and policies relating to equal opportunities, health and safety, child protection and dealing with pupils, staff and parents.

This job description will be reviewed annually to reflect the plans, growth and development of the school.

Person Specification:

	Essential	Desirable
Relevant Experience		
Experience of cleaning		
Experience of working in an educational establishment		
Demonstrable history of taking real pride in the working environment		
Education and Training		
Awareness of relevant H&S regulations – training given		
Willingness to undertake further training as appropriate		
Knowledge and Abilities		
Ability to work independently and / or as part of a team		
Ability to use a wide range of cleaning equipment and to follow the school's cleaning guidelines		
Able to lift/move equipment using appropriate equipment supplied.		
Able to communicate effectively both verbally and in writing where necessary.		
Personal Qualities		
Have a flexible approach and willing to use own initiative		
An honest, reliable character		
High standards of cleanliness, tidiness, and organisation (including personal hygiene)		
Excellent time management and punctuality		
Safeguarding		
Suitable to work with children and young adults and/or vulnerable adults		
Willingness to apply for a Disclosure and Barring Service (police) check (or to have a check undertaken against an existing DBS Certificate if registered for the DBS Update Service)		

