

Job Description

Job Title	Cleaner
Grade	1
Name	
Date	



Main Purpose of Job

As a member of a team of cleaners or as a lone worker, to undertake cleaning of the school building and facilities in order to maintain a high standard of cleanliness, hygiene and security of the School buildings and grounds at all times.

Main Duties and Responsibilities

To undertake a set daily cleaning programme to ensure high standards of cleanliness throughout the school.

To operate cleaning machinery and other equipment appropriately and in a safe manner.

To undertake major periodic cleaning activities such as internal window cleaning, scrubbing, cleaning carpets, light fittings, walls, blinds, upholstery etc

To prepare and clean rooms for meetings.

To report to the Line Manager/Caretaker any major defects in building, equipment and security systems observed in the course of duties.

To maintain an adequate stock of cleaning materials from approved suppliers and to ensure cloakrooms are stocked with soap, towels etc. To undertake emergency cleaning (soiling of toilets, sickness, floods etc.) as necessary.

To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).

To maintain confidentiality of information acquired in the course of undertaking duties for the School.

To be responsible for your own continuing self-development, undertaking training as appropriate.

To undertake other duties appropriate to the grading of the post as required.

Signature of Cleaner Date

Signature of Headteacher Date

Personal Specification - Cleaner

Attribute	Essential	Desirable	How indentified
Relevant experience	Previous experience of cleaning	Previous experience of cleaning in a school environment	Interview Application Form
Education and training	Basic literacy and numeracy skills	Good standards of literacy and numeracy skills	Interview Application Form
Specialist knowledge and skills	Good interpersonal skills	Working knowledge of Health and Safety at Work Act and COSHH Regulations	Interview Application Form
Any additional factors	Physical fitness for undertaking cleaning duties Able to work unsocial hours Ability to work on own initiative		Interview Application Form