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| <b>Title of Post:</b>  | <b>Cleaner</b>                     |
| <b>Post Status:</b>    | Permanent                          |
| <b>Grade and SCP</b>   | 1 SCP 1                            |
| <b>Accountable to:</b> | Site Manager / Cleaning Supervisor |

### **Main Purpose**

Duties may include cleaning in all types of rooms, including offices, classrooms, halls, corridors, cloakrooms and toilets.

### **Duties and Responsibilities**

- To be responsible for cleaning certain parts of the school site as allocated by the Site Manager (this may vary from time to time).
- To use cleaning materials as instructed by the Site Manager.
- To operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers.
- Spot cleaning of spillages
- Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
- Emptying and cleaning bins
- Cleaning toilets including sanitary fittings and surrounds
- Mopping and spray cleaning hard floor surfaces, also put out warning signage
- Wiping and polishing and straightening furniture
- Replenishing janitorial supplies in toilets, etc.
- Windows to be cleaned periodically
- Checking and closing windows, switching off lights after work
- All defects/hazards must be immediately reported to the Site Manager or Business Manager.

### **Professional Development**

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

**Other Responsibilities**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that the Headteacher feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the Headteacher in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Note: During periods when the school is closed, routine cleaning is undertaken throughout the school. This may include stripping and sealing floors, high level dusting, wall washing, etc.

**Post holder:** .....

**Signed:** ..... **Date:** .....

**Name of line manager:** .....

**Signed:** ..... **Date:** .....