

JOB DESCRIPTION – CLEANER

JOB PURPOSE:

The job holder's overall objective is to clean designated areas of the school to the required standard.

OBJECTIVES:

- School cleaners are responsible for maintaining high standards of cleanliness throughout the school.
- Duties may include working in all types of rooms, including offices, classrooms, hall, corridors, toilets.
- To contribute to the overall ethos and aims of the school – “One community; individual minds; creating futures”.

MAJOR AREAS OF RESPONSIBILITY:

- A. To be responsible for cleaning certain parts of the school site as allocated by the Site Manager.
- B. Awareness of, and compliance to school policies and procedures.

KEY TASKS:

- A1. To clean classrooms and offices, to include cleaning floors, desks, surfaces, and glass doors as stipulated within a timescale and to the required standard.
 - A2. Vacuuming carpeted areas and washing floors of cloakrooms and toilets in designated areas.
 - A3. To use hazard warning signs when floors are slippery or wet and when work is being carried out.
 - A4. Use cleaning materials as instructed by the Site Manager.
 - A5. Work as part of a team and support other members of the cleaning team to meet standards and school objectives.
- B1. To ensure that statutory regulations regarding hygiene, health and safety are complied with in all tasks undertaken.
 - B2. To ensure that all equipment and cleaning materials are kept in designated areas with chemical storage areas being kept locked at all times.
 - B3. Participate in specific training and personal development as required.
 - B4. Meet with line manager to undertake annual performance management.
 - B5. Be familiar with the school's policies and procedures (on school website).
 - B6. Communicate matters of concern relating to health, safety or welfare to line manager.
 - B7. To be committed to safeguarding and promoting the welfare of children and young people.

ACCOUNTABILITY: The holder of this post is accountable to the Site Manager and has no other school posts for which (s)he is responsible.