



## **Cleaner Job Description**

### **Job Details:**

Title:	Cleaner
Reporting to:	Facilities Manager
Responsible to:	Headteacher
Hours:	2 hour morning shifts and / or 2.5 hour afternoon shifts available, during the school holidays the shift will be worked in the morning only
Salary:	£4,170.56 per annum, 10 hours per week, all year round £9,383.75 per annum, 22.5 hours per week all year round

### **Job Purpose:**

**To work with the Headteacher in achieving the School's mission, vision and modelling and supporting the School's values.**

To provide an efficient and effective cleaning service to ensure that students have a comfortable, clean, safe and well maintained environment in which to learn.

### **Duties:**

- Cleaning of all surfaces, fixtures and fittings, by appropriate method, within the designated area of work
- Cleaning of mat wells and covered entrances
- Washing of walls, internal glass and partitions and internal woodwork up to reaching height, using appropriate equipment where necessary
- Cleaning of kitchen areas apart from any cleaned by another department
- Cleaning of all hard and soft floor surfaces within the designated area by the appropriate method and using machinery where necessary
- Cleaning of sanitary areas, toilets, sluices, sink units by the appropriate method
- Collecting, bagging of waste, putting ready for disposal. Washing and disinfecting waste bins
- Ensuring that all cleaning equipment used is cleaned before returning to the stores
- Reporting of faulty cleaning equipment and any conditions that may require the attention of maintenance staff to the Facilities Manager
- Ensuring that windows are closed and lights turned off before leaving an area
- Covering for other cleaners if necessary in the event of staff shortages
- Ensuring that health and safety guidelines are followed at all times whilst on the premises
- Ensuring that users of the buildings are treated with care and consideration
- To take every opportunity to promote a favorable image to all users of the building
- To carry out a deep clean of the premises during school closures

**General Requirements:**

- The post holder will be expected to work flexibly and carry out all duties with regard to the School's policies and in compliance with the School's Equal Opportunities, Health and Safety and Code of Conduct procedures.
- To participate in a programme of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Date: 27/09/2017

Name of post holder:

Signature of post holder: \_\_\_\_\_

Signature of Headteacher: \_\_\_\_\_

Date: