**Job Description**

**Cleaner**

**Responsible to:** Site Manager, School Business Manager and Headteacher

**Key Tasks**

**General Cleaning Duties**

* Cleaning all surfaces, fixtures and fittings, mats, by appropriate method, within the designated area of work. (Apart from any technical equipment cleaned by other departments as will be specified).
* Use correct chemicals, cleaning materials, equipment and follow appropriate procedures.
* Washing of walls, internal glass and partitions and internal woodwork up to reaching height, using appropriate equipment where necessary.
* Washing and cleaning of light shades/diffusers after removal and prior to replacement by the Site Manager.
* Cleaning of kitchen areas apart from any cleaned by other departments.
* 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, showers, changing rooms, sluices, sick units by the appropriate method and as required.

**Other Duties**

* Collecting and bagging of waste, ready for disposal. Washing and cleaning of waste bins.
* Replenishing supplies of soap, paper towels, toilet rolls and waste disposal bags as required and ensuring the Site Team are aware of consumable items that may be needed.
* Ensuring that all cleaning equipment used is cleaned before returning to the stores and safely secured.
* Reporting of faulty cleaning equipment and any conditions that may require the attention of maintenance staff to your line manager.
* Ensuring that windows are closed, lights turned off and doors locked before leaving the area.
* Covering for other cleaners if necessary in the event of staff shortage.
* Ensuring that health and safety guidelines are followed at all times whilst on the premises.
* Ensuring that all users of the building are treated with care and consideration.

**Personal Responsibilities**

* To play a full part in the life of Arlies Primary School, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* To work effectively as part of a team whilst working on own initiative.
* Attend training courses and team meetings as directed by the School Business Manager.
* Ensure high levels of professional conduct at all times with particular reference to punctuality, dress, and presentation and uphold the public image of Arlies Primary School.
* To actively promote Arlies Primary School policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection.
* All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.
* To be responsible for own continued professional development.
* This job description will be reviewed and following consultation may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**PERSON SPECIFICATION**

**Personal requirements of successful post holder**

**Education Standard / Qualifications of Professional Institutions**

|  |  |  |
| --- | --- | --- |
| NVQ or equivalent  | D | A |

**Experience**

|  |  |  |
| --- | --- | --- |
| Practical work | E | A/I |
| Health and Safety issues and policies | D | A/I |

**Skills**

|  |  |  |
| --- | --- | --- |
| Ability to communicate effectively | D | A/I |
| Ability to organise and prioritise own and others workload | D | A/I |
| Good basic literacy and numeracy skills | D | A/I |

**Knowledge**

|  |  |  |
| --- | --- | --- |
| Machinery cleaning / floor care systems | D | A/I |
| Health and Safety | D | A/I |
| COSHH | D | A/I |
| Safeguarding | D | A/I |

**Work related circumstances**

|  |  |  |
| --- | --- | --- |
| Trustworthiness | E | A/I |
| Flexible outlook | E | A/I |
| Reliability | E | A/I |

**Equality**

|  |  |  |
| --- | --- | --- |
| A commitment to Equal Opportunities and the ability to put it into practice | D | A/I |

**E:** An essential requirement without which the candidate would be unable to carry out the duties of the post.

**D:** Desirable features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.

**Method of Assessment**

**A:** To be assessed by information provided on the application form

**I**: To be assessed at interview