



Cleaner - Job Description and Personal Specification

Overall Objectives of the post:

To undertake, individually or as part of a team, the cleaning of a designated area and ensure it is kept in a clean and hygienic condition.

Key Tasks of the Post:

You will take part in maintaining the cleaning of a designated area of the school. You will:

- Be responsible for cleaning certain parts of the school site as allocated by the Caretaker/Facilities Supervisor (this will vary from time to time)
- Use cleaning materials as instructed by the Caretaker/Facilities Supervisor
- Operate cleaning machinery in cleaning soft and hard surfaces e.g. vacuum cleaners and polishers

Carry out the following duties:

- Vacuum cleaning hard and soft floors
- 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
- Wiping and polishing and straightening furniture
- Replenishing janitorial supplies in toilets etc.
- Checking and closing windows, switching off lights after work
- Such other duties as may be allocated from time to time
- All defects/hazards must be immediately reported to the Caretaker or Headteacher

You will maintain Health and Safety procedures at all times. You will:

- Ensure security of the building i.e. check windows and doors are closed/locked
- Report any faults to electrical cleaning equipment, do not use until fault is repaired
- Ensure correct policy and procedures are maintained including Health and Safety, COSHH, Manual Handling etc.
- Only use authorised cleaning materials, ensure the correct dilution rate as directed and used only for the purpose indicated
- Ensure all PPE issued is worn at all times, including tabbards and rubber gloves
- Display wet floor signs when cleaning floors

You will be an effective part of the school team. You will:

- Work as part of a multi-disciplinary team
- Participate in training sessions as required
- Maintain school policy and procedures

Notes: 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. The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time.

Variation may also occur to the duties and responsibilities without changing the general character of the post.

Person Specification:

Skills	Essential / Desirable
Ability to complete cleaning tasks to desired standards	Essential
Able to work as part of a team and respond to emergencies within the contract	Essential
Knowledge	
Health and safety procedures	Essential
Safe working practices	Essential
Hygiene and cleanliness	Essential
Operation of commercial cleaning equipment and use of utensils	Desirable
Operation of floor machinery	Desirable
Working to time constraints	Desirable
Experience	
Previous experience in cleaning industry	Desirable
Qualifications	
None specified. Willingness to undertake training when required	Essential
Equalities	
Awareness of the School's Equal Opportunities Policy	Essential