

## Job Description: Cleaner

1. **PURPOSE OF THE JOB:**  
To provide an on-site cleaning service, on behalf of the Trustees and Headteacher, for a specified area, undertaking cleaning tasks set out in the school's cleaning schedule.
2. **MAIN RESPONSIBILITIES, TASKS AND DUTIES:**
  - a) To be responsible for the cleaning of a specified area in accordance with the school's standards, based on the best practice guidelines outlined by the Local Authority.
  - b) To ensure that cleaning materials and equipment are stored carefully when not in use.
  - c) To report to the Caretaker or Assistant Caretaker any problems relating to cleaning materials and equipment, also any problems relating to the care and maintenance of the school's fabric, furniture and equipment.
  - d) Assisting with deep cleaning to specific areas in rotation or following maintenance activities.
3. **MANAGEMENT OF PEOPLE:**  
**SUPERVISION OF PEOPLE** - Not applicable
4. **CREATIVITY AND INNOVATION:**  
Little or no opportunity for creativity or innovation.
5. **CONTACTS AND RELATIONSHIPS:**  
Day-to-day contact with caretaking staff and teaching staff.
6. **DECISIONS:**
  - a) Discretion – Limited opportunity for discretion. Work is within clearly defined procedures. Post-holder is able to prioritise some tasks.
  - b) Consequences – impact on the cleanliness of the school which can be easily identified and remedied.
7. **RESOURCES:**  
Cleaning equipment, buffer, vacuum cleaner, cleaning materials etc.
8. **WORK ENVIRONMENT:**
  - a) Work demands – work may be carried out in a different order but does not affect the overall programme.
  - b) Physical demands – physical effort required for cleaning role, bending, manual handling etc.
  - c) Working conditions – some lone work may be necessary. Possible exposure to human waste and/or bodily fluids. Exposure to normal levels of dust found in a school environment.
  - d) Work context – post-holder will be working with cleaning materials and equipment.

**9. KNOWLEDGE AND SKILLS:**

A good understanding of health and safety issues. Safe working to be in accordance with COSHH assessments for hazardous substances.

**10. GENERAL:**

**Job Evaluation** - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the Trust.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

**Equal Opportunities** - The postholder is required to carry out the duties in accordance with Trust's Equal Opportunities policies.

**Health and Safety** - The postholder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.

**All staff have a responsibility to safeguard and promote the welfare of children and young people.**

## Requirements for the post:

<b>Qualifications/Training</b>	<b>Essential</b>	<b>Desirable</b>
COSHH training		✓
Manual Handling training		✓

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Health and safety in schools		✓
Safeguarding		✓

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
General cleaning experience		✓
Use of equipment such as buffers/scrubbers		✓

<b>Competencies</b>	<b>Essential</b>	<b>Desirable</b>
Self motivated	✓	
Team worker	✓	
Conscientious	✓	
Attention to detail	✓	