

## Job Description

<b>Post Title:</b>	Cleaner
<b>Grade:</b>	2
<b>Reports To:</b>	Cleaning Supervisor
<b>Responsible For:</b>	N/A

<b>Overall purpose of job:</b>	
To provide a good quality cleaning service that is responsive to the needs of the school, resulting in a clean and healthy environment for pupils and staff	
<b>Main duties and responsibilities:</b>	
1.	To work as part of the school cleaning team, supporting and assisting colleagues where appropriate
2.	To empty waste bins from designated areas and fit replacement bin liners where appropriate. Follow recycling policies wherever possible
3.	To vacuum all carpeted floor surfaces, sweep and mop vinyl floor surfaces and sweep and buff polished wooden floor surfaces in designated areas, using specialist equipment as and when appropriate
4.	To clean and disinfect all toilets and wash hand basins, replenish toilet paper, hand soap and hand towels, clean mirrors, door handles and hand dryers and clean and disinfect sinks in the designated area
5.	To wipe down, dust and/or polish all classroom and school office furniture, equipment, doors and windows located in the designated area
6.	To carry out designated cleaning tasks and “deep cleans” (usually within holiday periods) which includes high level dusting, wall washing and radiators, cleaning the inside surfaces of all windows, cleaning behind radiators and blinds and dusting picture frames and other similar duties
7.	To periodically strip and re-polish vinyl and wooden floors, where appropriate
8.	To periodically carry out special cleaning duties following decoration or building works
9.	To take notice of and report any property defects or maintenance issues and to make sure that any areas that need to be locked after being cleaned are appropriately secured
10.	Comply with health and safety policies and procedures at all times
11.	Undertake basic record keeping as and when required
<b>General:</b>	

1.	Uphold professional standards for the role, and follow all school and Trust policies and procedures.
2.	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3.	Participate in performance management and take part in appropriate training and development activities.
4.	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5.	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

## Person Specification

All points are essential unless otherwise specified

<b>Qualifications</b>	
1.	Basic literacy and numeracy skills
2.	Willingness and ability to obtain and/or enhance qualifications and undertake training and development
<b>Experience</b>	
1.	<i>Experience of working in a cleaning role (desirable)</i>
2.	<i>Experience of working with in a school (desirable)</i>
<b>Skills/Knowledge/Abilities</b>	
1.	Knowledge of the safe use of cleaning products and equipment and ability to operate commercial cleaning equipment such as scrubber dryers
2.	Knowledge of and ability to follow health and safety procedures
3.	Good verbal communication skills and the ability to communicate effectively with all staff, pupils, families and carers
4.	Ability to know when to refer issues on to a senior member of staff
5.	Ability to work well as part of a team
<b>Personal Attributes</b>	
1.	Reliable
2.	Friendly with a “can do” attitude
3.	Ability to work independently and respond positively to guidance and direction
4.	Commitment to team working
<b>Safeguarding</b>	
1.	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2.	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3.	Satisfactory Enhanced DBS check