

**JOB DESCRIPTION****SCHOOL:****POST TITLE:** Cleaner**GRADE:** C (SCP 10)**REPORTS TO:****MAIN PURPOSE:** Under the direct instruction of the Head Teacher/Caretaker and working to set procedures and guidelines, to ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils.

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**TASKS:****RESPONSIBILITIES:**

- Wiping down surfaces to the required standards
- Vacuuming carpeted areas to the required standards
- Dusting surfaces to the required standards
- Sweeping hard surfaces to the required standards
- Emptying bins to the required standards
- Cleaning toilets, basins and sinks to the required standards
- Mop and bucket floor areas, and buff floors
- Use of step ladders to clean up to a height of 11 feet

**MATERIALS/SUPPLIES:**

- Notify supervisor where stocks are low
- Ensure correct materials are used, awareness of COSHH as it applies to schools

**HEALTH & SAFETY:**

- Follow agreed risk assessment when moving furniture etc to clean
- Ensuring cleaning materials are safely stored, and are not accessible to children
- Ensuring that cleaning materials are kept in safe and appropriate containers (i.e. clearly labelled)
- Alerting appropriate staff of potential Health & Safety risks encountered during duties (e.g. trailing wires, worn carpet etc.)

**OTHER:**

- Participate in training and other learning activities as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

**SAFEGUARDING - PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE**

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

Signed:

Date:

## PERSON SPECIFICATION

POST TITLE: Cleaner

GRADE: C (SCP 8 – 10)

	Essential	Desirable
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• Basic skills/induction</li> <li>• Willingness to participate in training and development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• COSHH training</li> <li>• Health &amp; Safety training</li> <li>• The Support Work in Schools VQ (SWIS)</li> <li>• NVQ Level 1 in Cleaning</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Experience of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Previous cleaning experience</li> </ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• Ability to work as a team member</li> <li>• Ability to work to deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use heavy cleaning equipment, e.g. buffer</li> </ul>
<b>PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>• Pleasant and friendly manner</li> <li>• Polite and punctual</li> <li>• Reliable</li> <li>• Commitment to achieving high standards of cleanliness and hygiene</li> <li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school</li> </ul>	