



## Job Description – Cleaner

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

**Job title:** Cleaner

**Salary:** Grade A – Spine Point 2 - £24,413

**Hours:** 12 hours per week

*15:30 - 18:00 Monday to Thursday*

*15:30 - 17:30 Friday*

**Contract type:** Permanent

**Reporting to:** Headteacher

### Main purpose

- To ensure the school is cleaned to a high standard and report any faults or matters of concern as necessary
- To carry out general cleaning of classrooms, or designated areas as directed to a high standard

### Duties and responsibilities

- To report to the relevant line manager any damages/vandalism noted or repairs that are required on a daily basis e.g. broken light fitting.
- To report any faults in relation to equipment to the relevant line manager on a daily basis.
- The safe operation of mechanical cleaning equipment.
- The collection and removal of refuse as directed by appropriate line manager.

- The safe use of cleaning chemicals and their storage. Ensuring that strict control is observed in materials used and dilution ratios, to prevent wastage.
- To take part in professional development as required.
- To open and lock-up school as and when required i.e. key-holding responsibility.
- Ensuring that area of work complies with legislation relating to health and safety and observe and implement specific responsibilities in relation to these matters as detailed in the Health & Safety policy.
- Any other reasonable duties as requested by the Headteacher or the relevant line manager

## Person specification

Category	Essential	Stage
Qualifications	<ul style="list-style-type: none"> <li>• Good basic literacy and numeracy skills</li> </ul>	A
Experience	<ul style="list-style-type: none"> <li>• Knowledge of the duties of a cleaner for large premises</li> <li>• Experience of cleaning work</li> <li>• Knowledge of health and safety considerations relating to cleaning</li> <li>• To understand COSHH regulations or a willingness to learn.</li> </ul>	A/I/R
Skills	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Good organisational skills</li> <li>• Good interpersonal skills</li> <li>• Ability to use own initiative to identify and prioritise tasks</li> <li>• Ability to liaise effectively with staff</li> <li>• An understanding of the need for confidentiality within the school setting/environment</li> <li>• Be willing to use mechanical equipment as and when necessary – training will be given.</li> </ul>	A/I/R
Personal attributes	<ul style="list-style-type: none"> <li>• Approachable and courteous manner</li> <li>• Ability to work alone and as part of a team</li> <li>• Willingness to take part in ongoing professional development</li> </ul>	A/I/R