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

Hours: 12.5hrs

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.

- 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	• Good basic literacy and numeracy skills	A
Experience	• Knowledge of the duties of a cleaner for large premises • Experience of cleaning work • Knowledge of health and safety considerations relating to cleaning • To understand COSHH regulations or a willingness to learn.	A/I/R
Skills	• Good communication skills • Good organisational skills • Good interpersonal skills • Ability to use own initiative to identify and prioritise tasks • Ability to liaise effectively with staff • An understanding of the need for confidentiality within the school setting/environment • Be willing to use mechanical equipment as and when necessary – training will be given.	A/I/R
Personal attributes	• Approachable and courteous manner • Ability to work alone and as part of a team • Willingness to take part in ongoing professional development	A/I/R