

## JOB DESCRIPTION

### Cleaner Grade B

**Responsible to:**

Site Manager (day to day)  
Business Manager (overall)

**Liaises with:**

Other staff as appropriate

**Main Purpose of the Job:**

The post holder:

- Must contribute to the overall ethos / work aims of the school
- Must carry out all duties in accordance with the school's Health and Safety and Behaviour policies
- Must be aware of and comply with policies and procedures relating to Safeguarding and Child Protection, confidentiality and data protection. Reporting all concerns to an appropriate person
- Should ensure that their appearance and hygiene is kept to the highest standard

**KEY TASKS:**

- Cleaning of the sinks
- Washing the floor, walls etc.
- Sweeping
- Vacuum cleaning
- Cleaning of toilets
- Refilling of hand towels, toilet rolls and hand soap as required
- Emptying of the waste bins
- Emptying of the confidential and recycling bins into the appropriate recycling bags
- Polishing and dusting of the designated areas
- Cleaning of internal glass doors and windows

- Report to the Site Manager any issues regarding Health and Safety or any defects in cleaning equipment or the fabric of the buildings
- Liaise effectively and professionally with staff, teachers and parents as required
- To attend agreed Cleaners meetings and training sessions when required

This job description is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as may be required.

**REVIEW:**

This job description will be reviewed annually and may be modified with agreement of the post holder to reflect or anticipate changes in the job commensurate with the salary and job title.

I understand the duties required of me as described above and acknowledge that I have received a copy of this job description.

Please sign and return.....

