

Cleaner

Grade:	1
Responsible to:	Cleaner in Charge (day to day)/School Business Manager
Liaises with:	Other staff as appropriate

Job purpose and Scope

To ensure that the school is a clean, tidy, safe and hygienic environment for our pupils to learn and our staff to work in.

JOB DESCRIPTION

Responsible to:

Cleaner in Charge (Daily)

School Business Manager (Daily)

Liaises with:

Other staff as appropriate

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 Cleaner in Charge 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.

PERSON SPECIFICATION

Attributes	Essential	Desirable
Education Qualifications		Good general standard of education
Experience		Experience of cleaning in a commercial environment Experience of working in a school environment
Skills Knowledge Aptitude	Ability to work as part of a team and to use own initiative when appropriate Communicate effectively (both orally and in writing) to an appropriate standard with staff and children Liaise with others in a professional manner	
Personal Characteristics	Calm under pressure Tolerant Motivated - Willingness to undertake training	Well-organised Creative Resourceful
Other	Eligible to live and work in the UK Able to maintain confidentiality on all school matters Ability to undertake all physical aspects of the post	Flexible – ability to cover additional shifts as and when required

EMPLOYEE EXPECTATIONS

- Maintain the school's vision 'Confident People Shining' and the values that underpin it.
- Must be aware of and comply with policies and procedures relating to Safeguarding and Child Protection, General Data Protection Regulations and confidentiality reporting all concerns to an appropriate person
- Must carry out all duties in accordance with the school's Health and Safety Policy
- Adhere to the School's Code of Conduct and Staff Handbook.
- To assist in the promotion of the school to different members and audiences and raising the school profile in the local community.
- Participate in training and other learning activities required and to participate in appraisal and professional development
- To contribute to the professional development of other support staff
- Undertake other similar duties and activities that fall within the grade and role as other duties may be reasonably required by the Head Teacher
- To maintain professional relationships with all staff
- The school undertakes to provide an annual system of Performance Management.

By providing your signature below you are agreeing to uphold the standards in this document relating to job description, person specification and employee expectations:

Signed	
Name	
Date	