# 

**Job Description**

**Job Title: Cleaner**

**Responsible to: Estates Manager**

**Salary: scp 1**

**Main Purpose of the Job:**

To undertake, normally as part of a team, the cleaning of designated areas within school to ensure that they are kept in a clean condition.

**Main Duties**

* Cleaning, washing, sweeping, vacuum cleaning, polishing and dusting of designated areas, (which may include toilets and shower areas) and fixtures and fittings
* Emptying of litter bins
* To use necessary powered equipment where appropriate
* To dispose of waste in line with H&S procedures
* To complete deep cleaning of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises

**Health & Safety**

* Ensure a safe working and learning environment in accordance with relevant legislation
* Ensure high standards of cleanliness throughout the school
* Ensure Health and Safety of young people, colleagues and staff etc

**Additional:**

* To maintain confidentiality of information acquired in the course of undertaking duties for the school
* To be responsible for your own continuing self-development, undertaking training as appropriate
* Support the work of teachers/support staff
* To undertake any other reasonable duties, as directed by the Headteacher

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Education/Qualifications/Training**   * Good levels of literacy and numeracy * Willingness to undertake training | **Essential**  D  E | **Desirable** |
| **Knowledge/Experience/Understanding**   * Knowledge and understanding of health and safety * Knowledge of cleaning within a school environment | D  D |  |
| **Personal skills and abilities**   * Ability to work individually and constructively within a team * Ability to communicate effectively with staff, students and visitors * Ability to follow cleaning routines and procedures * Ability to report any problems or hazards with equipment to senior staff * Able to work flexibly and to meet deadlines * Calm under pressure, resilient, reliable and committed * Firm commitment to the school and its ethos | **All E** |  |

September 2021