



Job Title: CLEANER

Grade: HB

1. Job Outline

The post holder is one of a team of staff who support the learning of pupils through ensuring the school's environment is clean, hygienic and safe. Flexibility by all staff is important in order to meet the varied needs of the school.

The post holder is managed by the Headteacher/Site Manager.

1 a) Reason the job exists:

- to seek to ensure a safe, clean and hygienic school premises

1 b) Duties

The post holder should have the ability to fulfil all of the duties listed below:

- to perform a range of general cleaning duties to a schedule provided by the school, including
 - dusting of all flat surfaces
 - washing of desks, tables and chairs
 - replenishing soap, hand towels and other materials
- cleaning of floors to include
 - vacuum cleaning carpets
 - sweeping, washing and polishing floors
- to use appropriate machinery and chemicals safely
- to clean any areas designated by the school in the absence of colleagues
- to be able to treat all papers and records confidentially
- to be responsible for the quality of work undertaken, subject to monitoring by the site manager and/or headteacher
- ability to be flexible
- to clean and sanitise areas contaminated by bodily fluids as appropriate.

All areas of the school are to be cleaned including offices, library and hall, toilets and classrooms.

1 c) Health and Safety

- to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection;
- to report all concerns to the headteacher

1 d) DBS

This post is classified as having a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure is essential.

1 e) Additional information

- The post holder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

2. Supervision

The post holder is managed by the site manager, who will delegate day-to-day duties.

3. Job context

The job is one related to the cleaning and caretaking of the school.

4. Contacts

Teachers and other staff, pupils taking part in after school activities and their parents, visitors, contractors

5. Knowledge, Experience and Training

- ability to clean efficiently and effectively
- knowledge of appropriate cleaning methods and chemicals – training can be given
- knowledge of the correct use of appropriate machinery - training can be given
- basic knowledge of first aid – training can be given
- ability to stay calm in a crisis
- ability to work in a team
- ability to use own initiative, prioritising tasks

6. Physical effort

The job may involve assisting in the lifting of furniture and equipment

7. Working environment

The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.