



Job Description Cleaner

Responsible to: Head Teacher, School Secretary & Federation Caretaker

Core Purpose

- Undertake cleaning duties efficiently, safely and to the satisfaction of line management
- Assisting in maintaining and cleaning the school to ensure its readiness for teaching and other activities undertaken on the premises
- Working co-operating with other team members to ensure that the school's cleaning requirements are fulfilled
- Complying to the school's Health & Safety policy and ensuring that all duties are conducted following necessary regulations and wearing appropriate / protective clothing, as required
- Promote our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.

Main Duties & Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Business Manager.

- Working in all area types, including offices, classrooms, laboratories, workshops, kitchens, art rooms, stairways, showers, toilets, etc.
- To clean toilets, sanitary areas, fittings and washrooms to the required standard
- To clean all surfaces, fixtures and fittings using the appropriate method
- To clean and polish glass in doors and partitions
- To sweep, mop, polish, buff and / or vacuum designated areas as required
- Wiping furniture, ledges, pipes, paintwork, doors
- Cleaning internal corridor and classroom windows
- Cleaning internal corridor, classroom and open area walls
- Spot cleaning spillages
- To clean up body fluid and vomit as required
- To wash and disinfect fixtures including drains, sinks and bins
- To clean window ledges, cupboard tops and other like surfaces
- To clean staff desks (moving small / light items to clean underneath)
- To clean student desks, tables, benches, worktops, etc.
- To use appropriate equipment, materials and detergents for designated areas and as instructed
- Operating cleaning machinery in cleaning carpeted and hard floor surfaces
E.g. scrubbers, vacuum cleaners, buffer, etc.
- Correct and economic use of allocated cleaning materials.
- Advise management immediately if any allocated equipment requires maintenance or is not working appropriately
- Ensure cleaners' cupboards are kept clean and tidy and equipment is cleaned after use and stored safely
- To ensure adequate stocks of cleaning materials are maintained and informing line management when items need to be replenished
- To collect litter from around the school premises as and when required

- To appropriately deal with hazardous / infectious solutions and materials e.g. broken glass in accordance with agreed safe working practices, removing waste to designated areas
- To report any damage or maintenance required within the school premises to line manager
- To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals

General:

- To undertake additional cleaning duties as required in emergencies and to cover for other cleaners in the event of staff shortage
- To undertake seasonal duties as required for example duties during the school holiday periods may differ at the discretion of line manager
- To report as required any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff
- To attend relevant meetings and training sessions including Health and Safety (H & S), Control of Substances Hazardous to Health (COSHH) and First Aid
- To follow the signing in and out procedures in place at time of starting work and when finishing work
- The job description details the main outcome required and should only be updated to reflect major changes that impact on the outcomes of the job.
- Job holder will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

To safeguard and promote the welfare of children:

This includes:

- The responsibility to provide a safe environment in which children can learn.
- To identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action, working with services as needed.

General Information

The job description details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job.

All work performed/duties undertaken must be carried out in accordance with DNEAT and academy's policies and procedures, within legislation, and with regards to the needs of our customers and the diverse community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

The post holder must ensure that they have read, understood and act in accordance with current academy policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.

Working Time

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent carrying them out and no part of it may be so constructed. In allocating time to the performance of responsibilities and duties you must use directed time in accordance with the school's plans on use of time. This job description will be reviewed as part of the school's performance management procedures. Annual objectives for professional development will also be agreed at this time as well as a review of those set the previous year. Amendments and modifications to the job description may be made after consultation. This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to expected professional responsibilities and duties.