



## JOB DESCRIPTION

Job title: Cleaner

Reports to: School Business Manager – Head Teacher

Grade 15, SCP 9-13 (£8.68-9.01 per hour), term time only plus 5 weeks of holiday working to be arranged with the School Business Manager

### **Main purpose of job:**

To ensure that designated areas throughout the school are cleaned to the appropriate specification as directed by the School Business Manager/Head Teacher and meet all Health and Safety requirements.

### **Main responsibilities and duties:**

- Empty waste bins and dispose of collection bags safely. Put bags out for collection – weekly.
- Wash, clean, polish floors using the appropriate machine and cleaning agent. Vacuum carpeted areas.
- Wipe down, dust and polish furniture in a careful and thorough manner, checking tables and chairs for any damage likely to cause injury. Undertake a deep clean during holiday periods, including washing walls furniture and fixtures.
- Report breakages to the Caretaker, e.g. leaving completed maintenance sheet requesting action to be taken.
- Operate safe working environment for people in the building, e.g. display appropriate safety signs. Regulate walking over wet areas whilst cleaning activities are carried out.
- Maintain the cleaning storage area in a clean tidy safe condition.
- Maintain records of use of equipment and materials as required by the Caretaker/School Business Manager/Head Teacher and/or Control of Substances Harmful to Health.



- Report faults in equipment to the Caretaker/School Business Manager/Head Teacher as soon as possible.

### **Knowledge & skills:**

Basic level of education with a pleasant and courteous manner. Previous experience in the use of heavy duty cleaning equipment – e.g. offices/school environment.

### **Supervision and management:**

Day to day the post holder will be under the supervision of the Caretaker, who reports to the School Business Manager.

### **Problem solving and creativity:**

The post holder will work within guidelines set by the School Business Manager/Head Teacher. The role requires flexibility as no two days may be the same.

### **Key contacts and relationships:**

Regular contact with the Caretaker when reporting faults or damage and when receiving instructions relating to specific cleaning activity.

### **Decision making:**

Works within prescribed legislation, e.g. Health and Safety. Informs School Business Manager when supplies need to be ordered.

### **Working Environment:**

Works continuously on their feet, physical work cleaning, using machinery and using potentially hazardous cleaning agents.