

## An Daras MAT

### Cleaner

### Job description

<b>Job Title:</b>	Cleaner
<b>Grade:</b>	
<b>Hours:</b>	
<b>Responsible to:</b>	Business Manager, Site Supervisor, Caretaker, Assistant Site Supervisor, Cleaner in Charge
<b>Direct Supervisory Responsibility for:</b>	None
<b>Indirect Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships:</b>	<p><u>Internal:</u> Executive Headteacher, Head of School, Senior Management Team, Staff, Pupils, Governors.</p> <p><u>External:</u> Parents, Maintenance contractors, suppliers of goods and services, visitors to the school.</p>

#### Main Purpose of Job

As a member of a team of cleaners or as a lone worker, to undertake cleaning of the school building and facilities in order to maintain a high standard of cleanliness, hygiene and security of the School buildings and grounds at all times.

#### Duties and Responsibilities

1. To act as joint keyholder for the site, ensuring security at all times including the operation of alarms.
2. To undertake a set daily cleaning programme to ensure high standards of cleanliness throughout the school.
3. To operate cleaning machinery and other equipment appropriately and in a safe manner.
4. To undertake major periodic cleaning activities such as internal window cleaning, scrubbing, stripping and resealing polished floors, cleaning carpets, light fittings, walls, Venetian blinds, upholstery etc
5. To prepare and clean rooms for meetings.

6. To report to the Assistant Site Supervisor/Caretaker any major defects in building, equipment and security systems observed in the course of duties.
7. To maintain an adequate stock of cleaning materials from approved suppliers and to ensure cloakrooms are stocked with soap, towels etc. To undertake emergency cleaning (soiling of toilets, sickness, floods etc.) as necessary.
9. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. ADMAT (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).
10. To maintain confidentiality of information acquired in the course of undertaking duties for the School.
8. To be responsible for your own continuing self-development, undertaking training as appropriate.
9. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: September 2015

Prepared by: Cornwall Council

Adapted by: An Daras MAT

## **PERSON SPECIFICATION**

**Job Title:** Cleaner

**Department:** School-based

**Person Specification prepared by:** Cornwall Council

Adopted by An Daras MAT: 01.09.15

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
<b>Relevant Experience</b>		Previous experience of cleaning duties in a school environment.	Interview  Application form
<b>Education and Training</b>		Good standard of literacy & numeracy.	Interview  Application form
<b>Special Knowledge and Skills</b>	Good interpersonal skills.	Working knowledge of Health & Safety at Work Act and COSHH regulations	Interview  Application form
<b>Any additional factors</b>	Physical fitness for undertaking cleaning tasks.  Able to work unsocial hours.  Ability to work on own initiative.  Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview  Application form