

**Cleaner**

**Job description**

**Responsible to:** Site Supervisor, Trust School Site Supervisor, Cleaner in charge

**Direct Supervisory Responsibility for:** None

**Indirect Supervisory Responsibility for:** None

**Important Functional Relationships:** School staff, pupils, parents, school visitors, general public.

**Main Purpose of Job**

As a member of a team of cleaners or as a lone worker, undertake the cleaning of an area of the school or other establishment as designated by the Site Supervisor to maintain a high standard of cleanliness, hygiene and security of the school buildings and grounds at all times.

**Main Duties and Responsibilities:**

1. Using appropriate powered and other equipment, daily clean the premises to a set programme, to include sweeping, damp mopping and wiping, dusting, vacuuming, polishing of all areas (including topping up of toilet requisites and cleaning of all sanitary ware).
2. To operate cleaning machinery and other equipment appropriately and in a safe manner.
3. Daily empty litter bins and take to central collection point.
4. Report any defused bulbs, damage to property and all faults to the Site Supervisor.
5. Participate in major cleaning activities outside term time which may include activities such as internal window cleaning, scrubbing, stripping and resealing polished doors, cleaning light fittings, walls, blinds, upholstery etc.
6. Observe Health & Safety at Work procedures at all times.
7. Assist with moving furniture and any other related tasks as required by the Site Supervisor.
8. Secure internal doors and windows as instructed by the Site Supervisor.
9. To be aware of and adhere to applicable ADMAT and School rules, regulations, legislation and procedures e.g. Equal Opportunities Policy/Code of Conduct, Health and Safety and Data Protection.
10. To maintain confidentiality of information acquired in the course of undertaking duties.
11. To be responsible for your own continuing self-development, undertaking training as appropriate.
12. To undertake other duties appropriate to the grading of the post as required.

Prepared by: An Daras MAT

Reviewed: April2021



**Person Specification**

**Job Title:** Cleaner

**Department**: School Based

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| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
| Relevant experience |  | Previous experience of cleaning duties | Interview and application form |
| Education and training |  | Good literacy and numeracy | Interview and application form |
| Special knowledge and skills |  | Working knowledge of Health & Safety at Work Act | Interview and application form |
| Any additional factors | Physical fitness for undertaking cleaning tasks | Residing within easy distance of place of work | Interview and application form |