

JOB DESCRIPTION

SCHOOL CLEANER

Job Purpose

To undertake individually or as a member of the team, the cleaning of any designated areas to the highest possible standard, as directed within the school, reporting to the Site Manager or the Executive Headteacher.

MAIN DUTIES AND RESPONSIBILITIES

1. To carry out all cleaning to the required standard of cleanliness as specified by the school, therefore meeting high standards of hygiene.
2. To ensure that any tools or light equipment and machinery supplied for use are kept in good condition and stored securely in the designated areas.
3. To keep storage areas clean and tidy and make sure all materials and equipment are stored in a safe manner.
4. To ensure the correct use of materials and equipment in accordance with the manufacturer's instructions and recommendations.
5. To use, where appropriate, powered equipment in undertaking cleaning duties.
6. To carry out all work in line with Health and Safety regulations and risk assessments.
7. To advise the Site Manager of any factors that are likely to or have affected work schedules.
8. To notify the Site Manager of any mechanical failure of equipment or equipment unsafe for use. To inform the Site Manager of additional supplies or cleaning materials required.
9. To report any graffiti or hazards to the Site Manager.
10. To place all rubbish from bins in sacks and take to the designated area.
11. To undertake all cleaning duties including washing, sweeping, vacuuming, emptying of litter bins, dusting and polishing of the designated areas including toilets, showers, fixtures and fittings and inner glass.
12. To cover for absent colleagues and undertake any other reasonable cleaning or allied task as requested by the Site Manager or Executive Headteacher.
13. To read, understand and adhere to the Academy's rules and policies relating to equal opportunities, health and safety, child protection and dealing with pupils, staff and parents.
14. Holiday Time duties and schedules would include cleaning and polishing floors, walls, radiators, etc. (full time staff only)

The Heathland Whitefriars Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a Disclosure Barring Service check.

**Cleaner G1
Person Specification**

Essential	Desirable
An honest, reliable character	
High standards of cleanliness, tidiness and organisation	Experience in cleaning large areas Demonstrable history of taking real pride in the working environment
Good communication skills in spoken English	
Excellent time management and punctuality	
Ability to safely store resources and hazardous materials	
Good interpersonal skills to maintain excellent relationships with staff, pupils, parents	
Agreeable to training on cleaning machinery	
	Understanding of health and safety matters related to school premises and hazardous materials - training given
Flexible Working Hours during the School Holidays between 8am – 3pm	

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