

JOB DESCRIPTION

Post Title	Cleaner
Responsible To	Deputy Headteacher
Salary	£7.83 per hour

Main Purpose:

Under the direction and instruction of cleaner in charge, provide a clean and hygienic school environment which meets specified cleaning standards

Operational

- Clean all surfaces, fixtures and fittings.
- Clean floors, walls, partitions and internal woodwork as appropriate.
- Clean toilets, changing rooms and other sanitary areas.
- Clean equipment after use.
- Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises.
- Collect and bag up waste.
- Clean and maintain waste bins.

Resources

- Ensure the maintenance of a clean and orderly working environment.
- Timely & accurate preparation of routine equipment/resources/materials as set out instructions.
- Undertake basic record keeping if required.
- Refill and replace consumables.
- Report faulty equipment & other maintenance requirements to appropriate person.
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches.
- Ensure lights and other equipment are switched off as appropriate.
- Monitor and record.

Organisation

- Maintain and arrange orderly and secure storage of supplies.
- Ensure cleanliness of equipment, check for quality and safety - reporting any faults to an appropriate senior person.
- Operate everyday equipment in accordance with instructions.
- Maintain specialist equipment, check for quality, safety, and report damage to the appropriate person.
- Ensure compliance by self and others with all health and safety policies and procedures.
- Ensure safe use by self and others of equipment and materials.
- Create and maintain a purposeful, orderly and productive working environment.
- Promote and ensure the health and safety of pupils, staff and visitors.

General Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment, which supports equal opportunities for all.
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of school users at all times

Safeguarding:

The Cumbria Education Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

Review:

It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations.

PERSON SPECIFICATION

Post Title: Cleaner

	Essential
Qualification/ Training/ Competences	<ul style="list-style-type: none"> • NVQ 2 or equivalent qualification or experience in relevant discipline. • Willingness to undertake induction training. • Good standard in literacy and numeracy. • Cleaning and support services N/SVQ Level 2 OR equivalent qualification.
Relevant Experience	<ul style="list-style-type: none"> • Use of relevant equipment/resources including IT.
Knowledge	<ul style="list-style-type: none"> • Appropriate knowledge of first aid. • Knowledge of health and safety procedures and precautions.
Skills	<ul style="list-style-type: none"> • Awareness of COSHH regulations. • Awareness of health and hygiene procedures. • Willingness to participate in development and training opportunities. • Ability to work on own or as part of a team. • Ability to identify own training and development needs and co-operate with means to address these. • Ability to relate well to children and adults.
Flexibility	<ul style="list-style-type: none"> • You may be required to work at other establishments across the Trust.