

JOB DESCRIPTION

Job Title	Cleaner
Reports to	Cleaning Supervisor Site Manager School Business Manager
Liaison with	Support staff, Teaching Staff and Senior Leadership Team
Job Purpose	To undertake cleaning within the school according to procedures using a variety of methods including machinery and adhering to safety regulations.
Duties	<ul style="list-style-type: none"> To ensure the assigned area is a clean, safe and healthy environment To complete cleaning to the standards of the cleaning specifications To ensure the frequency of cleaning is undertaken as directed by the school's procedures and any specific safety codes. To carry out as necessary the replacement of roller towels, renewing supply of toilet rolls and replacement of bin liners in staff toilets. To undertake training in the correct use of cleaning equipment such as floor machines, Vacs, wets pick-ups and in health and safety and the use of cleaning chemicals To notify the Cleaning Supervisor, Caretaker, Site Manager or other appropriate senior member of staff, of any damage to buildings and equipment or of anything you see that may be dangerous to pupils and/or staff To provide cover for absence colleagues as instructed by the Cleaning Supervisor, Site Manager or other senior member of staff

<p>General</p>	<ul style="list-style-type: none"> • To demonstrate The King Edmund School values and promises 'In Pursuit of Excellence' • To be committed to safeguarding and promoting the welfare of young children and young people in line with the Governing Body's expectations of all staff and volunteers • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • To respect confidentiality at all times • To be familiar with the school's policies, procedures and working practices and adhere to them as appropriate • To undertake any training and development commensurate with the post • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
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Post Holder signature Date

Post Holder name (in capitals)..... Date.....

Headteacher signature Date.....

Please return a signed copy of your job description to the Headteacher for retaining in your personal file.