



JOB DESCRIPTION

Title of Post:	Cleaner
Scale / Point:	Fixed Point 2
Responsible to:	Cleaning Supervisor, Site Manager

Job Purpose:	To contribute to the smooth running of the school, by carrying out a variety of domestic/cleaning tasks to a high standard and in Compliance with Health & Safety Regulations.
Duties:	
To carry out and complete cleaning tasks in line with school's standards, policies and working specification.	<ul style="list-style-type: none"> • Areas to be cleaned to the Daily Work Schedule and to the standard contained within the cleaning regime, under the direction of cleaning supervisor, or management team. • To act on direction from the Cleaning Supervisor or management throughout the day, in a safe and purposeful manner. • To perform all tasks in a safe and hygienic manner. • To work with all members of the cleaning team and adopt a positive attitude and approach at all times. • To be able to work on your own in some aspects of the job and to be able to perform well under pressure. • To be able resolve any issues without direct supervision. • To be able to prioritise and organise tasks and see them through to completion. • To maintain professional standards with both staff and students at all times.
To comply and follow the schools Health & Safety Rules for Safe Working and Chemical Handling.	<ul style="list-style-type: none"> • Use the designated chemicals for each specific cleaning task, following the correct manufacturers recommended dilution ratios of cleaning materials. • Use the correct colour coded cleaning equipment. • Use the correct electrical equipment. • Use the supplied Personal Protective Equipment • Safely use chemicals under the C.O.S.H.H regulations • Ensure minimal wastage of materials. • To ensure all chemicals, cleaning equipment and electrical equipment are stored and secured when not in use
To isolate and report to the Cleaning Supervisor all	<ul style="list-style-type: none"> • Ensure all matters regarding security, Health & Safety and building maintenance are reported to your Cleaning Supervisor.



defective electrical equipment.	
<p>General:</p>	<ul style="list-style-type: none"> • To meet the school’s standards of behaviour and present a professional approach. To develop and maintain good working relationships with the School Staff, Cleaning • Supervisor and fellow employees during their hours of work Participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with their line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. • Ensure that all duties and services provided are in accordance with the Trust’s Equality & Diversity Policy • Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

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The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.



PERSON SPECIFICATION

CLEANER

	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	<ul style="list-style-type: none"> Ideally experience of commercial cleaning, but not essential.
	Knowledge of relevant policies and procedures	<ul style="list-style-type: none"> General understanding of the operation of a school Ability to maintain a high standard of personal and general cleanliness and hygiene. Ensure that Health and Safety regulations are observed in working practices
Communication	Verbal	<ul style="list-style-type: none"> Ability to exchange verbal information clearly with children and adults. Ability to work under instruction
Working with others	Working with partners	<ul style="list-style-type: none"> Understand the role of others working in the school
	Teamwork	<ul style="list-style-type: none"> Ability to work effectively with others in the school
	Information	<ul style="list-style-type: none"> Ability to provide timely and accurate information, as required
	Organisational skills	<ul style="list-style-type: none"> Ability to work unsupervised
Responsibilities	Time Management	<ul style="list-style-type: none"> Ability to manage own time effectively
	Equalities	<ul style="list-style-type: none"> Committed to equality and diversity
	Health & Safety	<ul style="list-style-type: none"> Committed to our Health and Safety policies and procedures
	Child Protection	<ul style="list-style-type: none"> Committed to safeguarding and promoting the welfare of children and young people
General	Confidentiality/Data Protection	<ul style="list-style-type: none"> Compliance to Data Protection Act 2018 and GDPR principles/ requirements

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