

JOB DESCRIPTION

Job Title: Cleaners

Responsible To: Headteacher / Site Manager

Purpose of the Job: To undertake cleaning within the school according to Procedure Codes using a variety of methods including machinery and adhering to safety regulations.

Example Duties & Responsibilities:

- To carry out cleaning in all and any areas of the school as directed by the Site manager.
- Frequency of cleaning to be undertaken as directed by Procedure Codes.
- 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 and materials.
- To notify the Site Manager or other 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.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- All staff to respect confidentiality at all times.
- Such other duties relating to the cleanliness of the school premises as may be necessary from time to time within the reasonable requirements of the Headteacher and Governing Body.

Copy of Job Description Received.

Date: _____

Name: _____

Signature: _____

E= Essential

D= Desirable

Experience	Industrial cleaning and use of machinery (D)
Qualifications	None
Knowledge and Skills	Relevant Health and Safety legislation (D)
Aptitudes	Ability to recognise and maintain confidential/ sensitive information (E) Reliability and punctuality (E) Consistently carry out duties to a high standard(E) To be able to use own initiative (E) Ability to work as part of a team in a flexible way as required (E)