

## Cleaner - Job Description

<b>Job Title</b>	Cleaner
<b>Grade</b>	Point 2
<b>Reports to</b>	Headteacher/Site Supervisor/Caretaker/Cleaner Supervisor
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Caretaker, Classroom Teachers and Headteacher.
<b>Job Purpose</b>	To undertake cleaning within the school according to Procedures Codes using a variety of methods including machinery and adhering to safety regulations.
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To carry out cleaning in all and any areas of the school.</li> <li>• Frequency of cleaning to be undertaken as directed by Procedure Codes.</li> <li>• Assisting with the locking and unlocking of school buildings and rooms.</li> <li>• To carry out as necessary the replacement to roller towels, renewing supply of toilet rolls and replacement of bin liners.</li> <li>• To assist as necessary with the cleaning up after break-in or vandalism at the school.</li> <li>• In emergency situations to assist with the clearing of snow and ice from paths and entries.</li> <li>• 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.</li> <li>• To notify the Caretaker 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.</li> <li>• 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.</li> </ul> <p>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.</p>

<b>General</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul>
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Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_