



CLEANER JOB DESCRIPTION

ACCOUNTABLE

The Cleaner will report to the Facilities Manager and, through them, they are ultimately responsible to the Head of Finance and Compliance.

KEY AREAS OF RESPONSIBILITY

To undertake, individually or as a member of the team, cleaning of any designated areas to the highest possible standard, as directed within the school. To carry out all work in line with Health and Safety regulations and risk assessments.

CORE RESPONSIBILITIES

- To carry out all cleaning to the required standard of cleanliness as specified by the school, therefore meeting high standards of hygiene.
- To undertake all cleaning duties including washing, sweeping, vacuuming, emptying of litter bins, dusting and polishing of the designated areas including toilets, showers, fixtures and fittings and inner glass.
- To ensure that any tools or light equipment and machinery supplied for use are kept in good condition and stored securely in the designated areas.
- To ensure storage areas clean and tidy and make sure all materials and equipment are stored in a safe manner.
- To ensure the correct use of materials and equipment in accordance with the manufacturer's instructions and recommendations.
- To use powered equipment in undertaking cleaning duties.
- To notify the Facilities Manager of any equipment which is identified as unsafe for use.
- To inform the Cleaning Supervisor or Facilities Manager of additional supplies or cleaning materials required.
- To report any graffiti or hazards to the Facilities Manager.

GENERIC RESPONSIBILITIES

- Work towards and support the School vision and the current School objectives outlined in the School's Strategic Development Plan.
- Support and contribute to the School's responsibility for safeguarding pupils.
- Work within the School's Health and Safety Policy to ensure a safe working environment for staff, pupils and visitors.
- Support and contribute to the School's drive towards sustainability and environmental education.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues.
- Engage actively in the School's performance management process.
- Adhere to all School policies and the Staff Code of Conduct Policy.
- To undertake additional tasks or carry out any other reasonable duties as identified by the Facilities Manager and/or Head of Finance and Compliance.

NOTES

All job descriptions for members of staff are viewed in relation to the delivery of the School's Strategic Development Plan.

Other tasks may be considered necessary by the Head in view of the changing needs/policies of the school. Some tasks may be modified, delegated or deleted by agreement in the future.