

**Hours:** 12.5 hours per week, 15.00 to 17.30 Monday to Friday, term time plus two additional weeks in school holidays for deep cleaning.

**Grade:** G3 (point 6-9)

**CLEANER JOB DESCRIPTION**

**RESOURCES**

* Cleaning equipment and materials.

**DECISIONS**

a) **Discretion** – Work is completed within clearly defined procedures, the postholder is able to priorities some tasks, for example the order of cleaning.

b) **Consequences** - Impact on the cleanliness of the school which can be easily identified and quickly remedied.

**CONTACTS AND RELATIONSHIPS**

* Regular contact with line manager and Headteacher.
* Some contact with teaching staff and/or pupil.

**MAIN RESPONSIBILITIES, TASKS AND DUTIES**

* Undertake cleaning of allocated areas in line with specified standards and as directed.
* Operate/use domestic and industrial cleaning equipment and materials following appropriate training.
* Store allocated equipment and materials safely and securely.
* Perform duties in line with health and safety regulations and take immediate action where hazards are identified.
* Report serious hazards or defects in equipment to line manager.
* Collect and dispose of waste.
* Refill and replace soap, towels and other materials that are needed.
* To carry out all duties in a safe manner and in line with current school policies and procedures.
* To present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
* To perform any other reasonable duties as directed by your line manager or Headteacher.

**PURPOSE OF JOB**

To work alongside our existing cleaner, undertaking a range of cleaning tasks as set out in the cleaning schedule to ensure cleanliness of the school.

**All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.**

**OTHER DUTIES**

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

**KNOWLEDGE AND SKILLS**

* Understanding of health and safety
* Understanding of safe working methods for using hazardous substances in accordance with COSHH (Control of Substances Hazardous to Health) assessments.

**WORK ENVIRONMENT**

a) **Work Demands** –work may be carried out in different order but does not affect the programme of work.

b) **Physical Demands** – physical effort necessary to carry out cleaning role, bending, manual handling.

c) **Working Conditions** – some lone working may be necessary; possible exposure to human waste and/or bodily fluids; exposure to normal levels of dust found within a school environment.

d) **Work Context** – postholder will be working with cleaning materials and equipment.