



JOB TITLE: Cleaner
RESPONSIBLE TO: Cleaning Supervisor

JOB PURPOSE

- To assist in maintaining a clean and safe environment.

- All personnel are to share in the corporate responsibility for the expectations and vision of the school and the well-being of all pupils and staff. Furthermore, all personnel are required to work within the co-operative principles.
- The post holder may be required to undertake other duties appropriate to the post as required.

Main Duties and Responsibilities

To undertake general cleaning duties in accordance with the school's approved methods, frequencies and standards.

To use equipment, machinery and cleaning materials as directed.

Ensure the safekeeping and return of any keys issued for access to rooms and observing all procedures in respect of building security, energy conservation and confidentiality of information.

Assist in the care of equipment, materials and storage areas used in cleaning the building.

Provide an efficient and effective removal, storage and waste disposal service.

Prepare rooms for use, including functions and events and clear rooms after use.

Ensure that accidents at work and defects of equipment, machinery and buildings are promptly reported to your line manager.

Participating in staff programmes and to carry out all duties in a responsible manner and with due regard to the school's Health and Safety Policy.

To undertake such other related duties as required.

PERSON SPECIFICATION

POST TITLE: CLEANER

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE		Experience of general cleaning duties in school or other similar environment. Experience of using buffing machine.	Application form + Interview
EDUCATION + TRAINING	Willingness to undergo appropriate training as necessary.	Health and Safety, machine operation, chemical usage and methods of working.	Application form
SPECIAL KNOWLEDGE & SKILLS	Able to carry out tasks without close supervision. Demonstrate knowledge of the importance of hygiene in the work context.	Be aware of the dangers of mixing chemical cleaning products. Be aware of the importance of providing a quality service.	Application form + Interview
ANY ADDITIONAL FACTORS	Able to use cleaning products provided, i.e. not to be allergic. Able to wear protective clothing i.e. rubber gloves. Conscientious attitude towards work duties. Able to maintain a high standard of work.		Interview

Signed by member of staff		Date	
Signed by line manager		Date	