

**JOB DESCRIPTION**

Role: School Based Cleaner

Grade/Rate of Pay: 1

Hours: 15

Responsible to: Headteacher

Direct Supervisory Responsibility: None

**Main Purpose of the Role:**

To undertake, individually or as part of a team, the cleaning of a designated area and ensure it is kept in a clean and hygienic condition.

*Cleaner in Charge: Paid at the enhanced rate to coordinate and manage the cleaning of the school.*

**Duties and Responsibilities:**

* Be responsible for cleaning certain areas of the school site as allocated
* Use cleaning materials as instructed
* Operate cleaning machinery in cleaning soft and hard surfaces e.g. vacuum cleaners and polishers
* Carry out the following duties:-
* Vacuum cleaning hard and soft floors
* Spot cleaning of spillages
* Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
* Emptying and cleaning bins
* Cleaning toilets including sanitary fittings and surrounds
* Mopping and spray cleaning hard floor surfaces
* Wiping and polishing and straightening furniture
* Replenishing janitorial supplies in toilets etc.
* Checking and closing windows, switching off light after work
* All defects/hazards must be immediately reported using the agreed reporting systems
* Ensure correct policy and procedures are maintained including Health and Safety, COSHH, Manual Handling
* Only use authorised cleaning materials, ensure the correct dilution rate as directed and used only for the purpose indicated
* Ensure all PPE issued is worn at all times
* Display wet floor signs cleaning floors
* Carry out a deep clean including cob webbing, hard floor polishing/buffering, carpet/rug washing etc as directed

***Duties/ responsibilities of Cleaner in Charge (Enhanced rate)***

* *allocate areas of the school to cleaners,*
* *ensure that stock is ordered as needed,*
* *manage short term absence cover,*
* *monitor standards of cleaning and alert line manager to concerns,*
* *may be required to lock/ unlock as necessary.*

**General:**

* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Headteacher
* Promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community.
* To comply with individual responsibilities, in accordance with the role, for Health and Safety in the workplace
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy
* The Crofty Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
* The duties above are neither exclusive non exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

**Person Specification:**

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|  | **Essential**  | **Desirable**  | **Recruiting method** |
| **Education and Training**  |  | Good standard of literacy and numeracy equivalent to GSCE grade CHealth and Safety Training/Qualifications Manual Handling Training/Qualifications  | Application  |
| **Skills and Experience**  | Ability to work on own initiative Good communication and interpersonal skillsAbility to be a team playerOrganisation and time management skills  | Previous cleaning experience in a similar environment  | Application and Interview |
| **Specialist Knowledge and Skills** | Knowledge of cleaning standards and proceduresDemonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young peopleDemonstrates an awareness, understanding and commitment to equal opportunities  | Knowledge of equipment maintenanceWorking knowledge of Health & Safety at Work Act and COSHH regulations | Application and Interview |