

Title of Job: Cleaner

Section: Schools

Grade: Scale

Last Revised: July 2020

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#### JOB DESCRIPTION

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PERSON REPORTS TO: Premises manager, and school leadership team.

STAFF SUPERVISED: None

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#### PURPOSE OF JOB:

*To undertake general cleaning duties to provide a clean, hygienic and safe environment for teaching and other school activities.*

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#### EQUAL OPPORTUNITIES:

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

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#### DUTIES AND RESPONSIBILITIES

##### **Main responsibilities and duties**

1. To carry out cleaning tasks set out in the school's cleaning schedule.
2. To use all cleaning materials and equipment in a safe and proper manner and in accordance with any instructions and specifications provided.
3. To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the site supervisor or Headteacher (or other nominated supervisor).
4. To observe health and safety and security requirements.
5. To complete any appropriate records or documentation required by the Headteacher.

6. To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school.

7. To ensure that work undertaken complies with stated requirements and undertake appropriate training, as required.

8. To be able to work to strict deadlines

9. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

### **Knowledge & skills**

No formal qualifications or previous experience is required. Initial training in basic cleaning methods and the use of associated materials and equipment will be provided within the induction period and further training provided thereafter, as required.

### **Resources**

Cleaning equipment, e.g. chemicals will be used regularly to undertake duties. Training and appropriate personal protective equipment will be provided.

### **Working Environment**

Daily use of cleaning equipment, chemicals and machinery.

In addition to the cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.

The cleaning duties will be undertaken indoors on school premises. On occasions, this may involve cleaning vomit or excrement from toilet areas.

PPE (Apron, gloves and mask) will be provided to be worn whilst cleaning.

### **Key contacts and relationships**

Regular contact with the Headteacher, Caretaker and other cleaning staff regarding cleaning duties. General contact with other school staff. The key responsibilities and duties sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out.

Post holders are expected to be flexible and may be required to operate in different areas of work/carry out different duties as may be reasonably assigned by the Headteacher.

### **Other duties**

1. To have due regard for safeguarding and to follow child protection policies and procedures adopted by Kay Rowe Nursery School.

2. Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all.

3. Uphold and promote the values and ethos of the school.

4. Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the school.

5. Participate in workplace learning and development opportunities and work to continually improve own and team performance.