



JOB DESCRIPTION

Job Title:	School Cleaner
Line Manager:	Site Manager

The job role:
<p>To undertake, individually or as part of a team, the cleaning and sanitisation of the school premises.</p> <p>All staff share the responsibility for promoting and safeguarding the welfare of the pupils, in accordance with the school's Safeguarding Policy.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none">• Be responsible for cleaning and sanitising certain parts of the school sites as allocated by the Site Manager;• Use cleaning materials as instructed by the Site Manager;• Vacuum all carpeted floors;• Sweep and mop all hard floors;• Buffer the floors as required using the buffer machine;• Spot clean spillages including bio body matter (e.g. vomit);• Wipe down all furniture, ledges, pipes, paintwork, doors, handrails;• Polish internal glass door panels• Empty and clean waste and recycling bins, removing all waste to the external waste containers;• Sweep, mop and clean staff and child toilets;• Replenish janitorial supplies in toilets;• Switch off all lights, close all windows and doors once the area has been cleaned;• Follow safe working practices;• Ensure correct policies and procedures are maintained including Health and Safety, COSHH, manual handling etc;• Ensure correct PPE is worn at all times;• Display warning signs for any potential slips and trips e.g. wet floors, trailing vacuum cables;• Report any faults with cleaning equipment to the Site Manager;• Undertake any other duties as required by the Site Manager. <p>Note all employees have a responsibility for their own and others' health and safety.</p>

Review Arrangements:
<p>The details contained in this Job Description outline the main duties and responsibilities of the role – it is not intended to be an exhaustive list of all duties that may be required to be performed and may be reviewed in the future depending upon the operational requirements and staffing levels.</p>



PERSON SPECIFICATION

Experience and Skills

- Able to prioritise work and work in an organised manner;
- Able to work within a team or alone;
- Able to communicate clearly and follow instructions;
- Able to maintain confidentiality
- Knowledge of health and safety within a workplace.

Personal Qualities

- Be a good team player;
- Able to be flexible and adaptable to accommodate staff shortages;
- Be a good role model for young persons;
- Have a commitment to safeguarding our pupils in line with the school's Safeguarding Policy;
- Be self-driven, with strong initiative; motivated to get things done.
- Committed to the aims of the school.

Revised October 2020