

## Job Description **Cleaner**



Start Date:	ASAP
Responsible to:	Site and Operations Manager
Location:	Longfleet CE Primary School
Grade:	Grade C SCP 3-4, £12.85 - £13.05 per hour
Hours of work:	either between 6–8:30am or 3:30–6pm, Monday - Friday
Contract type:	Permanent
Disclosure Level:	Enhanced Disclosure & Barring Service Check

### **Overall Purpose**

- Carry out the cleaning of the school to an agreed standard under the direction of the Cleaner in Charge or Operations Manager.
- Ensure the highest standards of cleanliness and general hygiene of the school premises.

### **Safeguarding**

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.*

### **Duties and Responsibilities**

- Clean hard surfaces, floor surfaces, walls, windows, fixtures, fittings and equipment as directed to an agreed standard, using powered equipment where appropriate.
- Be aware of health and safety issues around the building and work in accordance with safe practices and Health and Safety legislation.
- Report breakdown of any equipment or perceived hazards/incidents in the workplace to the Cleaner in Charge or Operations manager
- Ensure that good hygiene is maintained using separate cloths and mops for toilets, classrooms and food preparation areas.
- Complete any appropriate records or documentation required by the school.
- Maintain good working relationships with other school staff, and co-operate with reasonable changes to daily work routines to assist with the smooth operation of the school.

- Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- Comply with all decisions, policies and standing orders of the school and the Academy ; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.

### **Supervision and Management of People**

- No supervisory responsibility other than assisting work familiarisation of peers and new recruits.

### **Knowledge and Skills**

- Initial training in basic cleaning methods and use of materials and equipment will be provided within the induction period; further training may be provided thereafter as required.

### **Contacts and Relationships**

- Regular contact with Cleaner in Charge and Operations Manager
- Contact with other cleaners regarding cleaning duties.
- General contact with other school staff.

### **Decisions**

- The post holder is required to report and record any issues or problems involving cleaning materials, equipment breakdown, and Health and Safety matters to the line manager.

### **Resources**

- Cleaning equipment and materials including chemicals will be used regularly to undertake duties. Training and personal protective equipment will be provided.

### **Work Environment**

- Routine cleaning duties may include the moving and handling of cleaning equipment, chemicals, machinery, and some movement of furniture.
- The cleaning duties will be undertaken on school premises and may require working outside for short periods. On occasions this may also include cleaning up of bodily fluids.
- In addition to cleaning, some lifting may be required.

*Whilst every effort has been made to explain the main duties and responsibilities of the Cleaner role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by the Headteacher.*