



Job Description

Job Title:	Cleaner	Job Number:	
Directorate:	PEOPLE	Post Number:	
Service:	Schools	Grade:	1

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB PURPOSE

Undertake, normally as part of a team, the cleaning areas within the school to ensure that they are kept in clean and hygienic condition at all times as directed by the Site Services Officer using methods in line with requirements of the cleaning specification.

DUTIES AND RESPONSIBILITIES

- Emptying waste bins and transporting waste material to designated collection points and disposing in correct waste collection bin.
- Cleaning, washing, mopping, sweeping, buffing, vacuum cleaning of all designated areas.
- Cleaning of toilets, urinals, hand basins and sinks
- To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards, radiators, shelves and fittings
- To clean windows using appropriate cleaning materials and chemicals
- Internal glass panels, fixtures and fittings, using where appropriate powered equipment and cleaning materials according to the agreed procedures
- Moving furniture and equipment to assist cleaning
- To replenish consumable items such as hand soap, hand sanitiser, toilet rolls and paper towels when required
- To replenish consumable items in classroom cleaning caddy's when required
- Ensure work is carried out to the standard required
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with All Saints CofE Primary Health and Safety Policy and in particular is required:

- To take reasonable care of their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety and undertake training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- To ensure that they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns that they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately.

Let all that you do be done with love.' Corinthians 16:14

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.
Duties which include processing of any personal data must be undertaken within the school Data Protection policy.

Responsible for:

Responsible to: Site Services Officer (SSO) & Business Admin Team

Date Reviewed: January 2022

Updated:

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Cleaner Person Specification Grade 4

	Job Requirements
Knowledge:	<ul style="list-style-type: none"> • Basic health and safety principles. • Cleaning techniques and equipment.
Skills and Abilities:	<ul style="list-style-type: none"> • Able to clean to a required standard • Able to understand and respond to verbal instructions • Basic reading and writing skills for the purposes of understanding warning notices etc. on cleaning chemicals and general information and completing basic forms such as timesheets etc • Able to lift and move heavy cleaning equipment and furniture e.g. floor polishers; vacuum cleaners etc. • Able to stand, bend and stretch to undertake cleaning duties such as cleaning, sweeping and vacuuming for the duration of the shift • Able to work unsupervised • Able to work as a team • Ability and willing to undertake training on basic health and safety in the cleaning environment • Able to adhere to the City Council's Equal Opportunities Policy.
Experience:	<ul style="list-style-type: none"> • Cleaning techniques and equipment.
Qualifications:	<ul style="list-style-type: none"> • Willingness to undertake appropriate training and professional development.
Special Requirements:	<p>All Saints Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant's appointment will be subject to satisfactory Enhanced Disclosure from the Disclosure and Barring Service.</p>