

Job Description – Cleaner Grade 1

Job Purpose

To undertake, normally as part of a team, the cleaning of designated areas within the school to ensure that the building is kept in a clean and hygienic condition.

Job Description

Carrying out all cleaning work in accordance with the Trust's Cleaning Standards and Checklists. This will include:

- Cleaning, washing, mopping, sweeping, buffing, vacuum cleaning of all designated areas.
- Emptying rubbish bins.
- Polishing and dusting of the designated areas
- Cleaning toilets and shower areas.
- Cleaning windows, fixtures and fittings, using where appropriate powered equipment and cleaning materials according to the agreed procedures.
- Moving furniture and equipment to assist cleaning.
- Open and lock doors as required, collecting and returning keys to Cleaner in Charge or SSO.
- Work in accordance with the Trust's Health and Safety policies, procedures and risk assessments, including COSHH.
- Act in accordance with the Trust Staff Code of Conduct.
- Any other duties and responsibilities within the range of the salary grade.
- Undertake any training as required.

You may, on occasion, be asked to cover cleaning at other schools within the Trust. If the need arises, transport may be arranged, or mileage paid.

Responsible to: **Site Manager**

The Trust is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check.

The Trust will take all reasonably practicable steps to ensure the health, safety and welfare of all employees and any other person that enter the school or are affected by the activity undertaken, in line with statutory compliance. All employees are required, to adhere to the Trust's policies and procedures to protect themselves and others around them. Health and safety does not stand alone; it is embedded into daily practice, in line with relevant health and safety legislation, safeguarding and Ofsted requirements.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Trust's Equal Opportunities Policy.

In accordance with the GDPR UK regulations, duties which include processing of any personal data must be undertaken within the scope of the Trust's Data Protection policy.

Updated August 22

Person Specification – Cleaner Grade 1

| Area | Description |
|------------------------------|--|
| Knowledge: | <ul style="list-style-type: none"> • Basic Health & Safety in a Building Cleaning environment. |
| Skills and Abilities: | <ul style="list-style-type: none"> • Able to clean to the required standard. • Able to understand and respond to verbal instructions. • Able to work to varying deadlines. • Have a reasonable level of fitness to be able to: <ul style="list-style-type: none"> ○ lift and move cleaning equipment and furniture, in accordance with moving and handling procedures ○ bend and stretch on a regular basis ○ Operate machinery, including the buffing machine • Able to work without constant supervision. • Able to work as part of a team. • Able to adhere to the Council's Equal Opportunities Policy. |
| Experience: | <ul style="list-style-type: none"> • Some experience of cleaning is preferred although training can be given. |
| Educational: | |
| Special Requirements | <ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An enhanced clearance from the Disclosure and Barring Service will be required prior to appointment. |