



**JOB DESCRIPTION: School Cleaner**

**GRADE: 14**

## **1. JOB PURPOSE**

Under the direction of the Business Manager, to undertake individually, or as part of a team, the cleaning of school premises to the defined standard and quality.

## **2. MAIN DUTIES**

- a) To carry out cleaning tasks set out in the school's cleaning schedule.
- b) To use all cleaning materials and equipment in a safe and proper manner and in accordance with any instructions and specifications provided.
- c) To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Caretaker.
- d) To observe health and safety and security requirements.
- e) To complete any appropriate records or documentation required by the Caretaker.
- f) 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.
- g) To ensure that work undertaken complies with stated requirements.
- h) The postholder will be expected to act as an adult role model and support school policies when dealing with students or visitors to the school.

## **3. DIMENSIONS**

Daily use of cleaning equipment valued at approximately £200.

## **4. JOB CONTEXT**

The postholder will undertake general cleaning duties to provide a clean, hygienic and safe environment for teaching and other school activities.

## **5. SUPERVISION**

The postholder will be expected to work with limited supervision to an established work pattern. Variations in work requirements or allocation will be determined by the Headteacher/Caretaker.

## **6. PROBLEMS AND DECISIONS**

The postholder is expected to report any problems involving cleaning materials equipment breakdown health and safety matters or suchlike to the Headteacher/Caretaker.

## **7. CONTACTS**

Regular contact with the Headteacher, Caretaker and other cleaning staff regarding cleaning duties. General contact with other school staff.

## **8. KNOWLEDGE, EXPERIENCE AND TRAINING**

No formal qualifications or previous experience is required. Training in basic cleaning methods and the use of associated materials and equipment will be provided.

## **9. PHYSICAL EFFORT**

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

## **10. WORKING ENVIRONMENT**

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

## **11. EQUIPMENT**

Cleaning equipment, e.g. buffing machine and chemicals will be used regularly to undertake duties. Training will be provided.

## **12. GENERAL**

This job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out.

## **13. SPECIAL NOTES ON CONDITIONS**

Protective clothing will be provided and must be worn at all times.

The postholder will be subject to an enhanced Criminal Records Bureau check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions (including cautions, bindovers or no case to answer) must be declared.

The postholder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.