



JOB DESCRIPTION

Job Title:	Cleaner	JD Code: JDA45
Accountable to:	Assistant Site Manager	HR Ref: 631018
Contract Basis:	Whole Year 15 hours per week (37 hours per week FTE)	

Job Purpose:

To undertake the cleaning of designated areas within school premises to ensure they are kept in a high standard of cleanliness and hygiene.

Responsibilities:

- Emptying waste bins or similar receptacles, transporting waste material to designated collection points.
- Sweeping floors.
- Mopping floors and stairs with micro fibre mops (main staircase - bonnet mops).
- Vacuum cleaning carpeted areas.
- To dust, damp wipe, wash furniture, ledges, window sills, external surfaces of cupboards, radiators, shelves and fitments.
- To clean all toilet areas, (hand basins, sinks, floors & mirrors. and clean changing room areas.
- To undertake wall washing and inside window panes, cleaning to a height no greater than body height plus an arm's extension from floor level.
- To keep cleaning cupboards stocked, cleaned & locked at all times.
- The use cleaning agents as directed by the Supervisor in the cleaning operations or maintenance procedures, after receiving proper instructions & training (Control of Substances Hazardous to Health Regulations COSHH for short).
- Follow Health & Safety Procedures at all times, i.e. wet signed are used, inspect cleaning equipment before use.
- To report and remove graffiti immediately
- Report any damage or health and safety concerns immediately.
- To sign in and out on the Inventory System and Maintenance book.
- Respect confidentiality at all times.
- Develop and maintain good working relationships within the school establishment.
- To cover sickness and holidays when needed
- To carry out any other reasonable duties within the overall function of the job.

Cleaners are often responsible for the security of the area which they are working in. These responsibilities include the holding of keys and on completion of cleaning,



ensuring that lights are switched off, windows closed, and doors are locked. Keys are placed back into designated areas at the end of the working day.

Once in post, the post holder will:

- continue to maintain and demonstrate high standards;
- be flexible to adapt to change
- be a role model and act as an ambassador for the Wade Deacon Trust in and outside of the school by speaking positively about the school and Trust in the community and upholding a 'Commitment to Excellence' at all times.

This is not a comprehensive list of all tasks which may be required by the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to Enhanced DBS check.

During school holidays you may work in blocks of 3 or 6 hours depending on your working hours between the hours of 8am- 4.30pm rather than your normal daily hours of 3pm-6pm /7pm, in designated areas as assigned.

Any required training will be provided. (Cleaning Seminar, Child Protection etc.)



PERSON SPECIFICATION – CLEANER

CRITERIA	ESSENTIAL	DESIRABLE
A. Education and training		
B. Skills and abilities	<ul style="list-style-type: none"> • Ability to work in an organised and methodical way, and independently with minimal supervision • Relate to and work well with others as a member of a team 	
C. Knowledge & Experience	<ul style="list-style-type: none"> • Awareness of Health and Safety issues 	<ul style="list-style-type: none"> • Experience cleaning • Awareness of CoSHH • Experience working in a school environment.
D. Personal qualities	<ul style="list-style-type: none"> • Ability to relate well to children and adults 	
E. Approach to work	<ul style="list-style-type: none"> • Commitment to health and safety. • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality 	