

JOB DESCRIPTION

Cleaner Grade: GR1

1. Job Purpose

- 1.1 To provide a clean and pleasant environment in order to facilitate the effective teaching of pupils and its full use by those staff and pupils who occupy it
- 1.2 To help maintain the fabric of school building
- 1.3 To maintain cleanliness in order to prevent any health risk from occurring in schools

2. Key Responsibilities

- 2.1 To clean a specified area of the school to the required standard as instructed by the Supervisor
- 2.2 Wash floors, surfaces, fixtures and fittings and walls up to a specified height
- 2.3 Cleaning inside windows up to a specified height
- 2.4 Sweeping and vacuuming floors
- 2.5 Polishing and dusting surfaces and furniture
- 2.6 Cleaning toilets and shower areas
- 2.7 Use cleaning materials as appropriate, and according to their instructions for use
- 2.8 To empty bins and remove rubbish from the premises
- 2.9 To report any damages to school property or other relevant matters to the Supervisor
- 2.10 To use power cleaning equipment as directed
- 2.11 To undertake relevant Non Routine cleaning as instructed by the Supervisor
- 2.12 To undertake any relevant training as required
- 2.13 To comply with the requirements of the health and safety at work regulations
- 2.14 To take reasonable care for the Health and Safety of themselves and for others

- 2.15 To co-operate with the employer in ensuring that health and safety responsibilities are carried out
- 2.16 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.17 To ensure all tasks are carried out with due regard to Health and Safety
- 2.18 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.19 To adhere to the ethos of the school
 - 2.19.1 To promote the agreed vision and aims of the school
 - 2.19.2 To set an example of personal integrity and professionalism
 - 2.19.3 Attendance at appropriate staff meetings

3. Supervision Received

Supervising Officer's Job Title: Cleaning Supervisor

Level of supervision:

- 1. Regularly supervised with work checked by supervisor
- 2. Left to work within establishment guidelines subject to scrutiny by supervisor

4. Special Conditions

- 4.1 None

**OBSERVANCE OF THE ACADEMY'S
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

Signed: _____ (Head of Academy)

Signed: _____ (Post-holder)

Date: _____