

**Cleaner**  
**Job Description**  
**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 and parents evenings

### **3. Supervision Received**

Supervising Officer's Job Title: \_\_\_\_\_

- 3.1 Level of supervision:
  - 1. ~~Regularly supervised with work checked by supervisor~~
  - 2. Left to work within establishment guidelines subject to scrutiny by supervisor
  - 3. ~~Plan own work to ensure the meeting of defined objectives~~

### **4. Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

## 5. Special Conditions

5.1 None

### Person Specification

#### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.		AF/C
<b>Experience</b> Relevant work and other experience	Relevant experience of cleaning	AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<b>*Delete if not applicable</b> *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>	
<b>Safeguarding</b>	Enhanced DBS is essential.  <i>This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.</i>	
<b>Training</b>		
<b>Other</b>		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:

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