

Cleaner

To ensure the designated area is cleaned to appropriate specification as directed by the school and in accordance with Health and Safety requirements

Main Responsibilities and Duties

- Empty waste bins and dispose of collection bags safely
- Wash, clean and polish floors using appropriate machinery and cleaning agents
- Wipe down, dust and polish furniture in a careful and thorough manner, checking tables and chairs for any damage likely to cause injury.
- Undertake a deep clean during holiday periods, including washing walls, furniture and fixtures if asked to do so
- Operate a safe working environment for people still in the building (display appropriate safety signs etc.)
- Maintain the cleaning storage area in a clean, tidy and safe condition
- Maintain records of use of equipment and materials as required by the Academy, and/or COSHH
- Report faults in equipment to the appropriate person in the Academy as soon as possible
- To be responsible for the health and safety and welfare of themselves and others
- To be responsible for the safeguarding and promotion of the welfare of children
- To be a team player and contribute within own capabilities towards the Academy
- The post-holder may from time to time be required to carry out other duties commensurate with the role

Problem Solving and Creativity

- Working environment can be across the entire school campus

Decision Making

- Works to strict deadlines within well-known routines and specifications
- Refers problems or difficulties to the Cleaning Supervisor

Relationships

- Reports to the Cleaning Supervisor
- Has no direct supervision of staff
- Has regular contact with staff, students, parents and members of the public

JOB DESCRIPTION

Physical Working Conditions

- Continuously on feet
- Physical work, cleaning using potentially hazardous cleaning agents
- Cleaning equipment is in various sizes, e.g., polishers, scrubbing machines, wet vacs
- Will be required to lift, carry and move equipment from place to place
- Will be required to work in awkward positions
- Cleans toilets, classrooms, kitchens laboratories and offices

Knowledge, Skills and Experience

- Basic level of education
- Pleasant, courteous manner
- Experience of using heavy duty cleaning equipment, e.g., office/school environment would be beneficial

I agree that the Job Description is a fair and accurate statement of the requirements of the job: