

## JOB DESCRIPTION

**Post:** Cleaner  
**Responsible to:** Premise Manager  
**Grade:** Living Wage

### **Main Purpose**

To undertake, individually or as part of a team, the cleaning of a designated area and ensure it is kept in a clean and hygienic condition.

The post-holder must carry-out his/her duties with full regard to the Reach2's Equal Opportunities policy.

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

### **Main Duties and Responsibilities**

1. *You will take part in maintaining the cleaning of a designated area of the school. You will:*
  - Be responsible for cleaning certain parts of the school site as allocated by the Premises Manager (this will vary from time to time).
  - Use cleaning materials as instructed by the Premises Manager.
  - Operate cleaning machinery in cleaning soft and hard surfaces e.g. vacuum cleaners and polishers.
  - Carry out the following duties:
    - Vacuum cleaning hard and soft floors;
    - Spot cleaning of spillages;
    - Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass;
    - Emptying and cleaning bins;
    - Cleaning toilets including sanitary fittings and surrounds;
    - Mopping and spray cleaning hard floor surfaces;
    - Wiping and polishing and straightening furniture;
    - Replenishing janitorial supplies in toilets etc.;
    - Checking and closing windows, switching off lights after work;
    - Such other duties as may be allocated from time to time;
  - All defects/hazards must be immediately reported to the Premises Manager or Headteacher via the Defects Book.
2. *You will maintain Health and Safety procedures at all times. You will:*
  - Ensure security of the building i.e. check windows and doors are closed/locked.
  - Report any faults to electrical cleaning equipment, do not use until fault is repaired.
  - Ensure correct policy and procedures are maintained including Health and Safety COSHH, Manual Handling etc.
  - Only use authorised cleaning materials, ensure the correct dilution rate as directed and used only for the purpose indicated.
  - Ensure all PPE issued is worn at all times, including tabbards and rubber gloves.
  - Display wet floor signs when cleaning floors.
3. *You will be an effective part of the school team. You will:*
  - Work as part of a multi-disciplinary team.
  - Participate in training sessions as required.

- Maintain school policy and procedures.
- Be flexible, particularly if staff absences mean changes to the normal routine.
- Promote the school's vision and ethos.
- Maintain confidentiality and professionalism at all times, which includes not posting any photographs of children, or negative comments about the school, on social networking sites.
- Follow the guidance within the Staff Handbook.

Notes: During periods when the school is closed, routine cleaning is undertaken throughout the school. This may include stripping and sealing floors, high level dusting, wall washing, etc.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to **the duties and responsibilities without changing the general character of the post.**

***The job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.***

Signed: Cleaner

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Signed: Senior Leader

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