

Cleaner Job Description

Job title: Cleaner
Reporting to: Site manager
Salary Grade: Grade A

RESPONSIBLE TO: PRINCIPAL, LOCAL GOVERNING BODY & DIRECTORS

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.

Job Purpose

To provide a cleaning service for the school. Duties may include working in all types of rooms, including offices, classrooms, hall, corridors, toilets.

Be responsible for promoting and safeguarding the welfare of children and young people. Staff must adhere to and ensure compliance with the relevant ELAT Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, staff identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the Designated Safeguarding Lead or to the Headteacher or to the CEO so that a referral can be made accordingly to the relevant third party services.

Main responsibilities and tasks:

The normal duties will usually include the following:

1. To be responsible for cleaning certain parts of the school site as allocated by the Site Manager and following Health & Safety guidelines
2. The safe use of chemicals and cleaning materials as instructed by the Site Manager following Health and Safety guidelines and the use of Personal Protective Equipment (PPE)
3. To operate cleaning machinery in cleaning soft and hard surfaces, eg. vacuum cleaners and polishers following Health & Safety guidelines.
4. To maintain all School standards of hygiene and safety of all Cleaning equipment and Cleaning Cupboards in your charge.
5. To report any hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal school operations, immediately to the Site Manager.
6. To report any hazards, defects and any relevant factors of breakdowns of equipment that may be detrimental to safe working practices, immediately to the Site Manager.
7. Duties to include the following:

- 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

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.

The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken. You will be required to carry out any other duties reasonably requested by the Principal or other senior members of staff.

AT ELAT we expect staff to model the behaviours of a professional at all times.

Name: (Printed)	
Signed:	
Date:	