



Facilities Family

Job Description

Role Title	Typically reports to	
Cleaner	Headteacher or designated member of staff (Cleaning Supervisor)	
JE Code	Grade	Date of profile
B6	1	December 2015
Purpose of the role (job statement)		
To work under the direct instruction of the headteacher or designated member of staff, usually as part of a team: to undertake the cleaning of designated areas within the school premises to ensure they are kept in a clean and hygienic condition. Duties will include cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas (which may include toilets and shower areas) and fixtures and fittings using, where appropriate, powered equipment. Duties may vary between term and closure periods.		
Main Duties:-		
<p>to use general electrical equipment (polishers, vacuums etc) in a safe and proper manner, following all safety precautions including checking for damage to cables and plugs</p> <ul style="list-style-type: none"> • assist in setting up of the hall, as and when required • attend any training courses relevant to duties • to comply with health and safety legislation, promoting a safe working environment • to appropriately clean areas in and around school such as; toilet areas, stairways and landings, offices and classrooms, halls and gyms, specialist units and suites • to undertake any other duties appropriate to the grade of the post • be responsible for appropriately cleaning any accidental spillages in school or grounds when on duty 		
Responsibilities:-		
<ul style="list-style-type: none"> • be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, • confidentiality and data protection, reporting all concerns to an appropriate person • be aware of and support difference and ensure equal opportunities for all • contribute to the overall ethos/work/aims of the school • appreciate and support the role of other professionals • attend and participate in relevant meetings, as required • participate in training and other learning activities and • performance development, as required. 		



Person Specification – Cleaner			
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	<ul style="list-style-type: none"> Basic numeric and literacy skills. Organisational & Communication Skills. Knowledge of cleaning methods The ability to follow instructions and objectives Flexible regarding working hours and variety of tasks Thorough approach to work and attention to detail Good time management and prioritizing skills Ability to work both as a team member and unsupervised, using own initiative where necessary. 	E E D E E E E E	A A A A I A I A I A I A I
Qualifications and Training	<ul style="list-style-type: none"> Entry level certificate/entry level skills for life or above No formal qualifications necessary Promote a safe working environment Comply with Health and Safety Legislation 	E E E	A I A A
Experience	<ul style="list-style-type: none"> No formal experience necessary – training will be provided Supervisory Skills 	D D	A I A I
Disposition	<ul style="list-style-type: none"> The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body To uphold the school's policy in respect of child protection matters All staff members participate in the school's performance management /appraisal scheme 	E E E	A I A I A I
Conditions of Service			
National Joint Council			

Signature of post holder _____ Date ____ / ____ / ____

Signature of headteacher _____ Date ____ / ____ / ____

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.



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Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.