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## JOB DESCRIPTION – CLEANER

June 2018

<b>Job Title:</b>	Cleaner
<b>Responsible to:</b>	Premises Manager
<b>Working weeks:</b>	43 working weeks per year
<b>Working hours:</b>	3:30pm – 7:00pm (3.5 hours per day / 17.5 hours per week)
<b>Salary:</b>	Grade 16 point 6 - £8.50 per hour

### MAIN PURPOSE

To ensure the designated areas are cleaned as directed by the School and Health and Safety requirements.

### RESPONSIBILITIES AND KEY TASKS

The post holder will:

1. Empty waste bins and dispose of collection bag.
2. Wash, clean and polish floors using the appropriate machine and cleaning agent.
3. Wet wiping desks and surrounds.
4. Clean and polish glass surfaces i.e. windows and internal glazing.
5. Undertake a deep clean during holiday periods, which will include scrubbing, and polishing floors, washing walls, and cleaning furniture and fixtures.
6. Operate a safe working environment for people still in the building (display appropriate safety signs).
7. Maintain the cleaning storage area in a clean tidy safe condition.
8. Report faults in equipment to the Premises Manager as soon as possible.
9. Be responsible for the Health and Safety of self and others.
10. Be aware that safeguarding is everyone's responsibility
11. Co-operate with the Academy on all issues to do with health, safety and welfare.
12. Support the Academy's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, etc.

### RESPONSIBILITY FOR PHYSICAL RESOURCES

1. Safe use and storage, health and safety checks and emptying of electrical cleaning equipment.
2. Safe use and storage of cleaning fluids; Notify supervisor when stocks are running low.

### REPORTING AND MANAGEMENT

Work within the agreed cleaning schedule determined by the Premises Manager/Business Manager.

## **PHYSICAL EFFORT AND WORKING CONDITIONS**

- Cleaning, by nature, involves physical work with staff moving around the school site using a range of equipment. Cleaners are required to clean using cleaning agents within Health and Safety guidelines.
- Some staff will be required to use larger equipment i.e., polishers, scrubbing machines and/or wet vacs. There will be movement and carrying of some equipment, e.g. buckets, although heavy equipment is usually stored in the area to be cleaned.
- Holiday cleaning requires a greater degree of physical effort i.e., washing & scrubbing walls, furniture, windows, removal of furniture from classrooms in order to scrub, strip and polish floors. Removal of chewing gum from underside of tables. There may be different cleans for different holidays.
- Cleaning of toilets and other hygiene areas. Design & Technology workshops and Art rooms can be very dirty/ dusty and require the use of wet vacs.
- Variety of rooms cleaned from offices, classrooms, sports hall, toilets, laboratories and food technology rooms. Food technology rooms and cloakrooms/toilets require a more thorough hygiene clean. Due to the capacity of the school hall, students may eat packed lunches within general classrooms, and that has an impact on the cleaning required.

## **CONTACTS AND RELATIONSHIPS**

Students, staff and public may be around during working hours. Daily contact with line manager to receive instructions and/or discuss the work required.

## **KNOWLEDGE, SKILLS AND EXPERIENCE**

Previous cleaning experience desirable. Ability to act upon instructions given and to work in a safe manner complying with current Health and Safety regulations.

## **HOLIDAY WORKING**

There are four weeks of holiday cleaning (70 hours) which involves a 'deeper' clean of the school. Three weeks (total 52.5 hours) to be worked in the school summer holiday between 8:30am - 4:30pm.

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

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicant or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## **Review**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.