

Cleaner Job Description

Job title: Cleaner
Salary Grade: A
Reporting to: Headteacher/ Premises and Compliance Manager

The main purpose of the job:

To provide a cleaning service for the school. Duties may include working in all types of rooms, including offices, classrooms, hall, corridors, toilets. To undertake the cleaning of designated areas within the premises to ensure that they are kept in a clean and hygienic condition to meet the school's specification.

Main duties and responsibilities:

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.

The normal duties will usually include the following:

1. To be responsible for cleaning certain parts of the school site as allocated by the Head Teacher/ Premises and Compliance Manager and following Health & Safety guidelines.
2. Duties will include cleaning, washing, sweeping, vacuum cleaning, emptying litter bins and cleaning of designated areas which include toilets, showers, fixtures and fittings, using where appropriate powered equipment.
3. The safe use of chemicals and cleaning materials as instructed by the Premises and Compliance Manager Site Manager following Health and Safety guidelines and the use of Personal Protective Equipment (PPE)
4. To operate cleaning machinery in cleaning soft and hard surface', e.g. vacuum cleaners and polishers following Health & Safety guidelines.

5. To maintain all School standards of hygiene and safety of all cleaning equipment and Cleaning Cupboards in your charge.
6. 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 Cleaner Supervisor.
7. To report any hazards, defects and any relevant factors of breakdowns of equipment that may be detrimental to safe working practices, immediately to the Cleaner Supervisor.
8. 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 and doors, 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 Head Teacher/ Premises and Compliance Manager Principal

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

Name: (Printed)	
Signed:	
Date:	

Cleaner Person Specification

Essential	Assessed through
Previous cleaning experience	Application
To communicate clearly and be able to understand written and verbal instructions.	Application/interview
Understanding of the basic principles of health and safety in a school environment including COSHE.	Application/interview
Ability to carry out the work under minimal supervision.	Application/interview
Ability to adhere to working procedures and policies within the school environment.	Application/interview
Ability to operate as part of a team or individually	Application/Interview
Ability to perform the physical tasks required by the post, including lifting, carrying and pushing waste bins and vacuum cleaners.	Interview
Ability to move chairs desks and other school furniture in order to undertake cleaning duties.	Application/interview
Ability to fulfil the cleaning rota within the required time period to the quality standard expected.	Interview
Displays commitment to the protection and safeguarding of children and young people.	Application/references
Prior experience of working in a school setting	Application/References/Interview