

# Cleaner

## Job Description



<b>Post Title:</b>	Cleaner
<b>Responsible To:</b>	Site Managers
<b>Grade:</b>	OP1A
<b>Job Purpose:</b>	Under the direction of senior staff provide a clean and hygienic school environment which meets specified cleaning standards

### TASKS – OPERATIONAL

#### Cleaning

- Clean all surfaces, fixtures and fittings
- Clean floors, walls, partitions and internal woodwork as appropriate
- Clean toilets, changing rooms and other sanitary areas
- Clean equipment after use
- Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises

#### Waste

- Collect and bag up waste
- Clean and maintain waste bins

### TASKS – RESOURCES

- Ensure the maintenance of a clean and orderly working environment
- Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping if required
- Refill and replace consumables
- Report faulty equipment & other maintenance requirements to appropriate person
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate

### TASKS – ORGANISATION

- Maintain and arrange orderly and secure storage of supplies
- Ensure cleanliness of equipment, check for quality and safety - reporting any faults to an appropriate senior person
- Operate everyday equipment in accordance with instructions
- Maintain specialist equipment, check for quality and safety and report damage to the appropriate

### PERSON

- Ensure compliance by self and others with all health and safety policies and procedures.
- Ensure safe use by self and others of equipment and materials.
- Create and maintain a purposeful, orderly and productive working environment
- Promote and ensure the health and safety of pupils, staff and visitors
- Keep up to date with all aspects referring to Safeguarding