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| **Job Description** |
| **Job Title:** | Cleaner |
| **Reports to:** | Cleaning Supervisor |
| **Responsible for:** | Under the direction and instruction of senior staff, to undertake the cleaning of designated areas within the School premises to ensure that they are kept in a clean and hygienic condition, to the agreed quality standards. |
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| **Main Responsibilities:*** Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standards
* Emptying litter bins, etc., and removing waste to designated areas
* Cleaning of toilets and washrooms to the required standard where allocated
* Spray cleaning, scrubbing floors and re-sealing with polish.
* Using powered equipment where necessary (scrubbing machines, wet pickup machines, vacuum cleaners).
* Cleaning of working surfaces and other furniture as directed.
* Clearing up after flooding and/or any other emergency cleaning as and when required.
* Cleaning windows inside and out at a ground floor level in designated areas on closure days or holidays where safe to do so.
* Provide cover in other areas in periods of staff absence as and when required and in agreement with the Cleaning Supervisor.
* When cleaning the room/ designated area report any damage which could be hazardous or may need a repair.
* Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.**Generic Responsibilities:*** Contribute to and support the School ethos and represent the School in a welcoming and professional manner at all times.
* To support the effective running of the on a day to day basis including being deployed flexibly where required
* To comply with the requirements of Data protection, Health and Safety, Equal Opportunities, Financial Procedures and other relevant legislations and S policy
* To be responsible for your own professional development and attend training where required
* To undertake any other reasonable duties within the overall function commensurate with the post
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| **Person Specification** |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Good level of General Education
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| **Skills** | * Excellent social & communication skills
* Calm and patient manner
* Flexible
* Ability to work as a team
* Ability to work independently, self-motivated
* Attention to detail
 | * Ability to be proactive and take initiative
* Ability to prioritise tasks and work under pressure
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| **Experience** | * Liaising with a wide range of people
* Sound knowledge of operation and maintenance of equipment related to the post
 | * Working in a school environment
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| **Knowledge** | * Awareness of relevant Health and Safety issues
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