



Job Description
Cleaner

Under the direction/instruction of appropriate senior staff: assist in the provision of cleaning services on school premises thereby ensuring a safe working environment

TASKS – OPERATIONAL

Cleaning

- Clean all surfaces, fixtures and fittings in classrooms, halls, offices, corridors and buildings daily as specified by the School Business Leader
- Clean toilets, cloakrooms and other sanitary areas daily
- Clean floors, walls, partitions and woodwork on a daily basis
- Empty waste bins

TASKS – RESOURCES

- Ensure the maintenance of a clean and orderly working environment
- Refill and replace consumables e.g. soap & towels
- Report faulty equipment & other maintenance requirements to School Business Leader
- 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

- Operate everyday equipment in accordance with instructions

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times