



Job Description Cleaner

Reporting to	Operations Officer
Grade	Grade 16

Key Responsibilities	<ul style="list-style-type: none"> • Clean designated areas of the school in accordance with the building cleaning specification as directed by line manager. • Operate all cleaning machinery in accordance with manufacturers' instructions in accordance with health and safety instructions. • Clean and maintain all work equipment in complying with manufacturers' instructions. • Use cleaning, chemicals, and materials in accordance with COSHH and other relevant health and safety procedures. • Collect and remove waste / rubbish from designated areas to collection points as directed. • Comply with all procedures and instructions relating to school security and confidentiality. • Clean toilets, empty waste bins, mop floor areas, clean windows, walls, doors etc. including removing graffiti as directed ensuring designated areas in their former condition. • Comply with all cleaning related procedures of the school including the correct usage of cleaning chemicals in accordance with health and safety and COSHH regulations wearing PPE at all times. • Work with colleagues and cover any absences in order to maintain the cleanliness of the school. • Use appropriate signage when undertaking cleaning tasks (e.g. wet floors warning signs). • Hand in any sensitive information found during the course of undertaking cleaning tasks to the supervisor or other appropriate person for safekeeping. • Follow the order of cleaning tasks for each day as directed by the line manager. • Inform your line manager of any shortfall in cleaning materials so that stock levels are maintained. • Undertake all cleaning tasks in the designated areas within the timescale allocated by the line manager / cleaning supervisor. • Highlight any issues preventing cleaning tasks to be undertaken to the supervisor.
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	<p>The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.</p>
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<p>Additional duties and Information</p>	<ul style="list-style-type: none"> • Ensure the aims, priorities and policies of the Trust are adhered to. • Act as a positive representative of the Trust and its learners in all circumstances and at all times. • Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. • Employees are expected to be courteous to colleagues and provide a welcoming environment to all, maintaining a professional standard of demeanour and dress. • Attending relevant meetings, and ALL out of working hours activities, eg training, monthly staff meetings, parents/carers evenings. • Participating in training and other learning activities and performance development, as required. • Support all staff and engage in a good staff team. • This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.
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Signature (employee):	
Date:	
Signature (line manager):	
Date:	

Personnel Specification – Cleaner

	Essential (E) Desirable (D)
QUALIFICATIONS	
5 GCSEs or equivalent (Grade A*-C) including Maths and English	E
EXPERIENCE	
Experienced cleaner	E
SKILLS	
Ability to work with limited direct supervision.	E
Willingness to attend training in basic cleaning methods and equipment in the initial period of employment.	E
PERSONAL QUALITIES	
Ability to communicate effectively	E
Ability to work effectively as a team	E
Reliable	E
SAFEGUARDING	
Evidence of a commitment to safeguarding and promoting the welfare of children and young people – we expect all staff to share this commitment.	E
To work in a way that promotes the safety and well-being of children and young people.	E