

Job Description

CLEANER

Activity code: 610 Cost centre: 2CT

| | | | |
|--|---|--|--------|
| Job title | Cleaner | Based at | School |
| Line Manager | Executive Headteacher | | |
| Direct Line Management responsibility | N/A | Indirect Line Management responsibility | N/A |
| Frequent working relationships | School staff, pupils, parents, visitors to the school, general public | | |

| | |
|---------------------------------|---|
| Main purpose of the role | As a member of a team of cleaners or as a lone worker, undertake the cleaning of an area of the school or other establishment as designated by the Executive Headteacher to maintain a high standard of cleanliness, hygiene and security of the school buildings and grounds at all times. |
|---------------------------------|---|

Duties & responsibilities

For all roles

- Understand and implement all Safeguarding policies and procedures in relation to working with children and young people
- Adhere to all Trust policies and procedures
- Be responsible for own continuing professional development
- Attend meetings as requested
- Maintain confidentiality at all times
- Undertake other duties as appropriate to the level of the role as required

Duties & responsibilities

1. Using appropriate powered and other equipment, daily clean the premises to a set programme, to include sweeping, damp mopping and wiping, dusting, vacuuming, polishing of all areas (including topping up of toilet requisites and cleaning of all sanitary ware).
2. To operate cleaning machinery and other equipment appropriately and in a safe manner.

3. Daily empty litter/recycling and food bins and take to central collection point.
4. Report any defused bulbs, damage to property and all faults to the Trust Caretaker/Premises Manager.
5. Participate in major cleaning activities outside term time which may include activities such as internal window cleaning, scrubbing, stripping and resealing polished doors, cleaning light fittings, walls, blinds, upholstery, skirting boards etc.
6. Observe Health & Safety at Work procedures at all times.
7. To support and engage with the School/Trusts' sustainability charter.
8. Assist with moving furniture and any other related tasks as required by the Executive Headteacher/ Trust Premises Manager.
9. To ensure the security of the School buildings at all times, including ensuring all windows and doors are closed, external doors are locked and keys are stored securely at the end of each day.
10. To act as keyholder, including setting and immobilising school alarms, dealing with alarm callouts on a rota basis and operating the school security systems as directed.
11. To check the School heating, electricity and water systems and maintain the necessary records in accordance with the recognised School systems.
12. To maintain an adequate stock of cleaning materials from approved suppliers and to arrange replacement stock order as and when required for authorisation by the approved person/s.
13. To monitor cleaning equipment, ensuring its proper upkeep and servicing and to report any defects or concerns relating to cleaning equipment to the Trust Caretaker/Trust Premises Manager.
14. To be aware of and adhere to applicable ADMAT and School rules, regulations, legislation and procedures e.g. Equal Opportunities Policy/Code of Conduct, Health and Safety and Data Protection.
15. To maintain confidentiality of information acquired in the course of undertaking duties.
16. To be responsible for your own continuing self-development, undertaking training as appropriate.
17. To undertake other duties appropriate to the grading of the post as required.

Mandatory training

Prior to starting employment

- Child Protection/Safeguarding
- Online safety
- Prevent
- Cyber security
- GDPR
- Equality & inclusion
- Health & Safety awareness (in induction pack)
- Fire awareness (in induction pack)
- Health & Safety induction

Role specific

- COSHH
- Manual Handling

Prepared by: An Daras Trust

Date: November 2024



Person Specification

CLEANER

| Qualifications | | Essential | Desirable | How identified | | For shortlisting only |
|----------------|----------------------------|-----------|-----------|------------------|-----------|---------------------------------|
| Criteria | | | | Application form | Interview | Criteria met (application form) |
| 1. | Good literacy and numeracy | | X | X | X | |

| Experience | | Essential | Desirable | How identified | | For shortlisting only |
|------------|--|-----------|-----------|------------------|-----------|---------------------------------|
| Criteria | | | | Application form | Interview | Criteria met (application form) |
| 1. | Previous experience of cleaning duties | | X | X | X | |

| Knowledge | | Essential | Desirable | How identified | | For shortlisting only |
|-----------|--|-----------|-----------|------------------|-----------|---------------------------------|
| Criteria | | | | Application form | Interview | Criteria met (application form) |
| 1. | Working knowledge of Health & Safety at Work Act | | X | X | X | |

| Other | | Essential | Desirable | How identified | | For shortlisting only |
|----------|---|-----------|-----------|------------------|-----------|---------------------------------|
| Criteria | | | | Application form | Interview | Criteria met (application form) |
| 1. | Physical fitness for undertaking cleaning tasks | X | | X | X | |
| 2. | There is a no smoking policy | X | | X | X | |
| 3. | Residing within easy distance of place of work | | X | X | X | |