

**Job Description & Person Specification**

**Cleaner**

**Line Manager: Caretaker/Deputy Head**

**Job Purpose**

* To undertake the cleaning of designated areas to ensure that a high level of cleanliness and hygiene is maintained throughout the school on a daily basis

**Main Tasks**

* To ensure that all works carried out are completed with due observation to appropriate Health & Safety requirements
* Cleaning, sweeping and vacuum cleaning
* Empty and clean bins and remove waste to designated area, including the
* separation of waste, i.e. recycling
* Washing, dusting and polishing surfaces, including floors, walls, tables etc.
* Cleaning of toilet areas, to include replenishing of toilet rolls and soap
* To undertake a Deep Clean which includes, all of the above, plus for example skirting boards, walls and to clean internal glass and internal and external door glass
* To be expected to clean to the frequency and standards set out
* To ensure standards and procedures are adhered to
* To use cleaning materials appropriately, as instructed and economically; to inform Line Manager when stocks are low
* Where practicable ensure windows and doors are closed and lights switched off
* Report to Line Manager any defects seen which are likely to affect security or health & safety, for example broken/cracked window etc
* The cleaner is required to use only approved cleaning materials and in accordance with manufacturers printed instructions and COSHH regulations

**Accountability**

The Cleaner will be immediately responsible to the Caretaker, Headteacher and SLT.

As a member of staff at Waterloo Lodge you will:

* fulfil all aspects of the main tasks identified on your job description
* fulfil all aspects of the job activities identified on your job description
* fulfil the following generic aspects;
* conduct themselves in a professional manner
* adhere to the school dress code and policies
* to complete paperwork as and when required

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|  | **Essential** | **Desirable** |
| Educational, qualifications & training | Able to communicate clearly and follow instructions | Relevant training such as COSHH |
| Job related knowledge, aptitude and skills | Ability to prioritise work  Ability to manage time effectively | Previous experience |
| Equal Opportunities | An understanding of and commitment to equality of opportunity |  |
| Personal Qualities | Work as part of a team.  Be flexible to changing demands of the post  Take pride in a job well done | Ability to communicate with a wide range of people.  Initiative and the ability to work without supervision |
| Physical | In good health and able to carry out the demands of a cleaner |  |