

Job Description

Cleaner



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Cleaner
School	Millfields First School
Grade	Scale 1
Responsible to	Caretaker
DBS Check	Any appointment is subject to an enhanced DBS check
Special Conditions	Term time only plus occasional holiday hours

1. Job purpose

To provide a clean and pleasant environment in order to facilitate the effective use of the school by those staff and pupils who occupy it.

2. Key responsibilities

2.1	Main duties
	<p>To clean specified areas of the school to the required standard, as instructed:</p> <ul style="list-style-type: none"> • Washing floors, surfaces, fixtures and fittings and walls up to a safe height (i.e. that can be reached without standing on steps, chairs etc.), • Cleaning inside windows up to a safe height (i.e. that can be reached without standing on steps, chairs etc.), • Sweeping and vacuuming floors, • Polishing and dusting surfaces and furniture, • Cleaning toilets and shower areas, • Using and storing safely cleaning materials as appropriate, in accordance with their instructions. • To empty bins and remove rubbish from the premises. • To report any damage to school property or other relevant matters to the Caretaker/Cleaner-in-Charge. • To use powered cleaning equipment as directed and in accordance with training. • To undertake relevant seasonal work as instructed by the Caretaker/Cleaner-in-Charge.
2.2	General duties
	<ul style="list-style-type: none"> • To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job. • To undertake health and safety duties commensurate with the post.

2.3	Safeguarding
	The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
2.4	People and Financial
	No direct responsibility for staff or finance.
2.5	Buildings & Equipment
2.6	Health & Safety
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school's Health and Safety policies.
2.7	Policies & Procedures
	The post holder will be accountable for ensuring that he/she is aware of relevant policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3. Other Conditions	
3.1	Mobility
	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
3.2	Equal Opportunities
	The school is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
3.3	Variations to Job Descriptions
	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the school therefore retains the right to amend job descriptions to reflect changing requirements.
3.4	Training and Development
	The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Compiled/Reviewed	S Benfield / L Montandon
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