

<b>Job Title:</b>	Cleaner
<b>Grade/Pay Scale:</b>	£9 per hour living wage
<b>Post Accountable To:</b>	Headteacher and School Business Manager (SBM).
<b>Hours:</b>	Basic number of hours will be 3- 5:30pm, term time only. The hours of duty will be in agreement with the SBM and rostered between Mondays to Fridays.

### **The Ideal Candidate:**

The ideal candidate will have a good attention to detail and a desire to create a welcoming and clean school environment for all stakeholders.

### **Roles and Responsibilities:**

1. The Cleaner will assist in ensuring that satisfactory and acceptable standards of cleanliness are maintained throughout the school. He /She will assist in ensuring that there is adequate and effective security of the school and its property.
2. To undertake daily cleaning duties and to assist in ensuring that satisfactory levels of cleanliness and hygiene are achieved and maintained
3. To prepare a timetable to allocate non-daily cleaning tasks
4. To understand Health and Safety at Work matters (including COSHH and Manual Handling regulations) and ensure relevant Health and Safety regulations are adhered to.
5. To report all accidents and spillages to the SBM
6. To be conversant with the DfE's Code of Safe Working Practice for Caretaking Staff and to comply with its requirements and instructions
7. To store, audit and appropriately use cleaning materials
8. To control the usage of cleaning materials and maintain appropriate records
9. To check all cleaning machinery and equipment and report faults to the SBM
10. To report any necessary repairs to the building, furniture, fittings, fixtures and equipment to the SBM
11. To closely and carefully use chemicals that may be hazardous to health, eg floor strippers, acidic toilet descalers etc.

12. To assist with special cleaning programmes and emergencies, e.g. floods
13. To attend training courses, study days and fire lectures as directed by the SBM
14. To maintain all relevant logs, records and information as required by the SBM
15. To undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of the school.

<b>Annual Leave:</b>	As set out in the contract of employment. Annual leave may only be taken after prior consent and agreement, has been given by the SBM
<b>Overtime:</b>	By arrangement and consent of the SBM
<b>Confidentiality:</b>	Cleaners are required to respect the confidentiality of all matters relating to the school, pupils and staff.