Oak Learning Trust

Job Description – Cleaner

Name:	Cleaner
Responsible to:	Site Manager
Responsibilities:	General School Cleaning – See Below

Daily Cleaning Duties	• Clean and sanitise classrooms, staffrooms, offices, corridors, toilets, and communal areas. • Dust and wipe down all surfaces, including desks, shelves, windowsills, radiators, skirting boards, and ledges. • Vacuum carpets and rugs in all designated areas. • Mop and disinfect hard flooring in halls, corridors, and washrooms. • Clean internal glass, including classroom doors and windows where accessible.
Toilet Areas	• Thoroughly clean and disinfect sinks, toilets, urinals, cubicle walls, mirrors, and flooring. • Restock consumables including toilet paper, soap, hand towels, and hand sanitiser. • Ensure bins are emptied and cleaned.
Health & Safety	• Ensure compliance with best practice and statutory requirements in the area of health and safety, led by the facilities and estates manager. • To ensure all school and Trust documentation relating to health and safety, including policies, procedures and risk assessments are adhered by. • To adhere to C O S H H (Control of Substances Hazardous to Health) on site
Other	• Lock and secure designated areas after cleaning, if required. • Maintain records of cleaning tasks as directed by the Site Manager. • Report any damage, graffiti, or required repairs to school property. • Support all deep cleaning tasks during school holidays or designated times. • Follow safeguarding procedures, including reporting any concerns about pupils' wellbeing. • Respect the confidentiality and privacy of pupils and staff at all times.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.
The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.
The postholder must comply with the Trust's Health and Safety rules and regulations and with Health and Safety legislation.

Facilities And Estates Manager
Date

Post holder
Date

This job description will be reviewed as required and duties and responsibilities may be exchanged for others at the same level.