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| **Job Description** | | | |
| **Job Title:** | | Cleaner | |
| **Reports to:** | | Cleaning Supervisor | |
| **Responsible for:** | | Under the direction and instruction of senior staff, to undertake the cleaning of designated areas within the School premises to ensure that they are kept in a clean and hygienic condition, to the agreed quality standards. | |
| |  | | --- | | **Main Responsibilities:**   * Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standards * Emptying litter bins, etc., and removing waste to designated areas * Cleaning of toilets and washrooms to the required standard where allocated * Spray cleaning, scrubbing floors and re-sealing with polish. * Using powered equipment where necessary (scrubbing machines, wet pickup machines, vacuum cleaners). * Cleaning of working surfaces and other furniture as directed. * Clearing up after flooding and/or any other emergency cleaning as and when required. * Cleaning windows inside and out at a ground floor level in designated areas on closure days or holidays where safe to do so. * Provide cover in other areas in periods of staff absence as and when required and in agreement with the Cleaning Supervisor. * When cleaning the room/ designated area report any damage which could be hazardous or may need a repair. * Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.   Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.  **Generic Responsibilities:**   * Contribute to and support the School ethos and represent the School in a welcoming and professional manner at all times. * To support the effective running of the on a day to day basis including being deployed flexibly where required * To comply with the requirements of Data protection, Health and Safety, Equal Opportunities, Financial Procedures and other relevant legislations and S policy * To be responsible for your own professional development and attend training where required * To undertake any other reasonable duties within the overall function commensurate with the post | | | | |
| **Person Specification** | | | |
|  | **Essential** | | **Desirable** |
| **Qualifications** | * Good level of General Education | |  |
| **Skills** | * Excellent social & communication skills * Calm and patient manner * Flexible * Ability to work as a team * Ability to work independently, self-motivated * Attention to detail | | * Ability to be proactive and take initiative * Ability to prioritise tasks and work under pressure |
| **Experience** | * Liaising with a wide range of people * Sound knowledge of operation and maintenance of equipment related to the post | | * Working in a school environment |
| **Knowledge** | * Awareness of relevant Health and Safety issues | |  |