



Job Description/Person Specification

Position	School Cleaner/ Cleaner in charge
Responsible to	Headteacher

Job Description

Under the instruction and guidance of senior staff: lead team to provide clean and hygienic school environment which meets specified cleaning standards

Main Duties:

Cleaning in accord with the specification for the premises

- Clean all surfaces, fixtures and fittings
- Clean floors, walls and internal woodwork as appropriate
- Clean classrooms/ intervention rooms
- Clean toilets, changing rooms
- Clean staff areas: staff room, staff kitchen, staff toilets
- Clean equipment after use
- Undertake special cleaning programmes during school closure/ school holidays
- Collecting and disposing of waste

Key activities - resources:

- Create and maintain a purposeful, orderly and productive working environment
- Maintain cleaning records as requested
- Ensure availability of equipment and cleaning supplies to staff
- Monitor and manage supplies within an agreed budget and undertaking audits as required
- Refill and replace consumables
- Liaise with office staff to order resources
- Report faulty equipment & other maintenance requirements to appropriate person
- Maintain the security of school premises by securing entrances and exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate
- Promote and ensure the health and safety of school users at all times

Key activities – organisation & supervisory:

- Monitor and manage stock and supplies, cataloguing as required
- Maintenance of specialist equipment, check for quality/safety, and report other damages/needs
- Supervise other cleaning staff and ensure cleaning is in accordance with agreed specification
- Organise cleaning routines to comply with specified standards
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Liaise with line manager & attend meetings as required

Responsibilities:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Establish constructive relationships and communication with contractors and other agencies/professionals
- Attend and participate in regular meetings



- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of school users at all times

Person Specification			
	Essential	Desirable	A=Application R=Reference I=Interview C=Certificate
Qualifications/ Training	<p>NVQ Level 2 in cleaning and support services or equivalent qualification or experience in relevant experience</p> <p>Good standard in English and Maths</p> <p>Willingness to undertake induction training</p>	<p>Evidence of further training in school-based experience e.g. safeguarding and relevant health & safety training (e.g. First Aid training)</p> <p>Willingness to undertake further training required for the post</p>	A C
Knowledge, Skills and Competences	<p>Ability to work part of a team</p> <p>Understand the importance of confidentiality, safeguarding and data protection in a school setting</p> <p>Good interpersonal skills with both adults and children</p> <p>Able to prioritise tasks and act on own initiative.</p>	<p>Basic understanding of school policies and procedures</p>	A R I
Experience	No essential experience needed	Experience of working in an educational environment	A R I
Characteristics	<p>Professional but friendly and approachable manner</p> <p>Flexible – have the ability to respond to changing or unforeseen circumstances</p> <p>Diligent, conscientious and proactive</p> <p>Must take pride in their work and work to a high standard</p>		A R I