

CLEANER JOB DESCRIPTION

Main Tasks:

Cleaners are responsible for a wide range of cleaning duties and responsibilities, which include ensuring that areas of work allocated are cleaned to the required standard/specification, which would normally include the following.

- Thoroughly cleaning areas to the required specification, as directed, using correct techniques and cleaning equipment
- Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or pupils.
- Locking and unlocking windows and doors as directed.
- Undertaking training in use of methods, materials and equipment, as instigated by the Site Manager.
- Working safely using correct warning signs, protective clothing and safety equipment, being mindful of hazards to other staff and pupils. Compliance with the Health and Safety practices of the School.
- Replenishing supplies of toiletries, plastic bags etc., as directed.
- Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemicals are securely stored away when not in use.
- Emptying vacuum cleaners at the end of each session. Cleaning and checking all equipment used after use, checking cables for wear and tear and storing away in a suitable safe area. Notifying the Site Manager of any faults found.
- Ensure mops, clothes etc., are washed and left to dry as appropriate at the end of each session.
- Reporting immediately to the Site Manager defective electrical sockets, lighting, vandalism etc., in your cleaning area.
- Ensuring the Site Manager is aware of low stock levels of materials and equipment for which you are responsible.
- Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition.
- Covering on a rota basis for absent colleagues when required, which may involve some change in hours/times.
- Any other related duties as directed by the Site Manager.

PERSON SPECIFICATION

CLEANER

Experience

Previous experience of cleaning in a professional/work environment is desirable

Use of vacuuming equipment

Qualifications/Training

Willing to undergo appropriate training

Practical Skills

Ability to understand and comply with work instructions (written and verbal)

Be aware of and apply the school's health and safety practices and procedures.

Ability to follow manufacturer's instructions with regards to cleaning chemical usage

Methodical approach to cleaning

Personal qualities and attributes

Flexible

Capable and willing to work on own initiative and as part of a team

Positive attitude to security, safety and confidentiality.