



Job Profile – Cleaner

Grade: B (APT&C points 2-4)
Responsible to: Site Supervisor, Business Manager

JOB PURPOSE

To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.

KEY DUTIES

1. Undertake cleaning of allocated areas in line with specified standards and as directed.
2. Operate / use domestic and industrial cleaning equipment and materials, following appropriate training.
3. Responsible for storing allocated equipment and materials safely and securely.
4. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report problems with equipment and serious hazards to line manager immediately.
5. Handle cleaning materials in line with COSHH regulations.
6. Collect and dispose of waste.
7. Refill and replace soap, towels and other consumables.
8. Adhere to safeguarding procedures.

Individuals in this role may also:

1. Undertake specialised cleaning programmes during school closures or other designated periods.
2. Demonstrate cleaning duties to new or less experienced staff

Continuing Professional Development – Personal

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
2. Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

General

1. To maintain confidentiality at all times unless the safety and well-being of service users are a cause for concern.
2. It is the responsibility of the postholder to comply with Health and Safety and Equal Opportunities requirements at all times.

KNOWLEDGE, SKILLS AND EXPERIENCE *desirable*

E denotes essential / D denotes

Experience of cleaning and using cleaning equipment.	E
Ability to work on own initiative, with minimum supervision.	E
Ability to work as part of a team.	E
Basic Numeracy and Literacy skills.	E
Experience of working within a school setting.	D

Other

Commitment to the vision and values of St Nicholas C of E Primary School.	E
Commitment to the safeguarding of children and young people.	E
Commitment to equality and diversity in the workplace.	E
Be aware of responsibilities for Health and Safety of self and others.	E
Commitment to participate in relevant training programmes.	E

Signed: Cleaner

Date:

Signed: Headteacher

Date: