

 **Stakesby Primary Academy**

CLEANER

 JOB DESCRIPTION

**RESPONSIBLE TO:** Business Manager and Site Manager

**PURPOSE OF POST:** To undertake cleaning duties, individually or as part of a team, ensuring the school is kept in a clean and hygienic condition. This will be carried out under the supervision of the Business and Site Managers to ensure high standards of premise care in accordance with cleaning specifications and current Health and Safety Legislation.

**MAIN DUTIES AND RESPONSIBILITIES:**

**Organisation**

Cleaners are required to undertake the following duties as direct by the Site Manager/Business Manager using the prescribed methods and frequencies in line with the requirements of the cleaning specificiation and safe working procedures.

* Use cleaning materials as instructed by the Site Manager/Business Manager
* Operate cleaning machinery in cleaning soft and hard surfaces e.g. vacuum cleaners and polishers.
* Understand and follow cleaning schedules and instructions.
* Carry out the following duties:
	+ - Empty waste bins or similar receptacles, transporting waste materials to designated collection points;
		- Clean/wash bins as necessary
		- Vacuum cleaning hard and soft floors;
		- Spot cleaning spillages;
		- Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass;
		- Cleaning toilets, sinks and surrounds, and fixtures and fittings;
		- Replenishing consumable items (soap, toilet rolls, paper towels) if required
		- Mopping and spray cleaning hard floor surfaces;
		- Dusting, damp wiping, washing or polishing the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fitments.
		- Checking and closing windows, switching off lights after work;
		- All defects/hazards must be immediately reported to the Site Manager.
		- Deep cleaning to be carried our during school holidays.
		- Undertake wall washing or inside window pane cleaning to a height no greater than body height plus and arm’s extension from floor level, during periodic cleaning maintenance programmes.
		- Empty and reload dishwasher (staff room); wipe surfaces including sinks, bowls and other appliances/furniture in the staff room.

|  |  |
| --- | --- |
|  | 2. You will maintain health and Safety procedures at all times. You will:* Ensure security of the building .e.g. check windows and doors are closed/locked
* Report any faults to electrical cleaning equipment, do not use until fault is repaired
* Ensure correct policy and procedures are maintained, including Health and Safety COSHH, Manual Handling etc.
* Only use authorised cleaning materials, ensure the correct dilution rates as directed and used for the purpose indicated.
* Ensure all PPE issued is worn at all times, including tabards and rubber gloves.
* Display wet floor signs when cleaning floors.

3. You will be an effective part of the school team. You will:* Work as part of a team.
* Participate in training sessions as required.
* Adhere to school policy and procedures, where appropriate, in particular, health and safety, equal opportunities, customer care, emergency evacuation, security and standards in relation to the work place.

4. Liaise politely and effectively between pupils, parents, staff and management.5. Be aware that holidays must be taken during the school holidays and in a rota with other cleaning staff to ensure sufficient cover.**Safeguarding:**As an employee of Stakesby Primary Academy, you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.**Equality Diversity and Inclusion:**Stakesby Primary Academy is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect. **Health and Safety:**The post holder is responsible for Employees Duties as specified with the Health and Safety Policies.**Health and Wellbeing:**As an employee of Stakesby Primary Academy you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues. |
|  |  |
|  | **PERSON SPECIFICATION****SCHOOL CLEANER**Stakesby Primary AcademyPerson Specification: School Cleaner

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Experience | * Experience of cleaning and maintaining a routine to timescale
 | * Experience in cleaning in the public/private sector.
 |
| Knowledge and understanding | * Understanding of the importance of confidentiality.
 | * Knowledge of schools and issues relating to health and safety in regulations
* Ability to follow the school code of conduct
 |
| Skills | * Must have high hygiene standards both operational and personal.
* Displays commitment to the protection and safeguarding of children.
* Ability to relate well to children and adults.
* Work constructively as part of a team but have the ability to work on own initiative.
* Use of powered equipment.
 |  |
| Personal characteristics | * Patient and calm
* Fair
* Good listener
* Good communication skills
* Good at following instructions
 |  |

 |
|  |  |