



Job Description

Job Title:	Cleaner
Salary:	NJC Pay Scale Points 2-4 currently £17,711 - £18,426 (FTE)
Responsible to:	Site Supervisor
Date of Job Description:	January 2020

Primary purpose of the Role:

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

Main Duties: Core Responsibilities

Key duties:

1. Undertake cleaning of allocated areas in line with specified standards and as directed;
2. Carry with, and respond to, radio instructions in relation to potential hazards, spillages or other cleaning requirements;
3. Carry out litter-picking duties both inside and outside of the building as directed;
4. Operate / use domestic and industrial cleaning equipment and materials, following appropriate training;
5. Responsible for storing allocated equipment and materials safely and securely;
6. 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;
7. Handle cleaning materials in line with COSHH regulations;
8. Collect and dispose of waste;
9. Refill and replace soap, towels and other consumables;
10. 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;
3. Some responsibility for security of buildings.

Indicative knowledge, skills and experience:

- Experience of cleaning and using cleaning equipment;
- Basic Numeracy and Literacy skills.