



JOB DESCRIPTION

Title:	Cleaner
Grade:	Support Staff
Responsible to:	Headteacher
Purpose of the Job:	To ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils.

Duties and Responsibilities

Cleaning:

- Carry out a range of defined cleaning duties within agreed procedures and standards
- Maintain a high level of cleanliness at all times
- Ensure specific areas are at a suitable standard for staff and pupils

Maintenance:

- Report and maintenance requirements to the Site Manager.

Health & Safety:

- Carry out risk assessment when moving furniture
- Ensure chemicals are stored appropriately.
- Awareness of Health & Safety policy and use in practice as it applies to post.

Stock management/admin:

- Notify Site Manager (or appropriate person) when stock is running low

Security:

- Monitor the security of the area/s of working and report any potential security breach to line manager.

General:

- Prioritise cleaning schedule
- Responsible for cleaning designated areas of the school (determined by Senior Leaders)
- Ability to work as part of a team.