



## Cleaner Job Description

Pay Scale/Grade:	Bucks Pay Range 1b, Scale point 6-10 (depending on skills/experience) Term-term only, 39 weeks a year + 5.1 weeks paid holiday
Reports to:	Site Manager, School Business Manager
Responsible for:	n/a
Liaison with:	Teaching Staff, Support Staff, Headteacher, Senior Leadership Team, Pupils, Stakeholders

### 1. JOB OUTLINE

#### 1 a) PURPOSE OF ROLE

To undertake cleaning duties at the school.

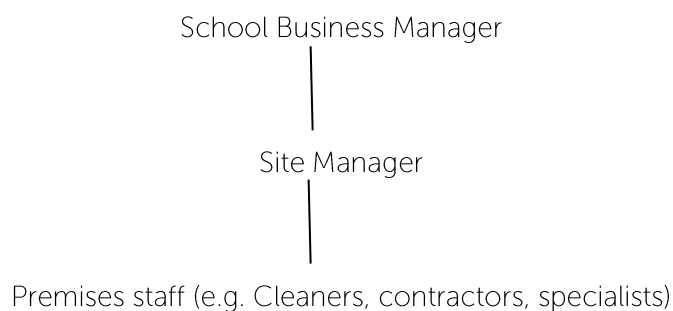
#### 1 b) RESPONSIBILITIES

- a) Cleaning of designated areas to ensure they are kept in a hygienic condition including:
- vacuuming and cleaning floors including the use of powered equipment
  - Dusting and polishing furniture and other surfaces
  - Cleaning walls and other paintwork, tiling and mirrors
  - Emptying and cleaning waste bins
  - Cleaning toilets, sinks and basins

Designated areas can be classrooms, offices, receptions areas, school halls, corridors etc.

- b) To contribute to a working environment which supports equal opportunities and anti-discriminatory practice.

### 2. ORGANISATION CHART



### 3. SUPERVISION

Day to day supervision by Site Manager as necessary.

### 4. JOB CONTEXT

Part of a team which undertakes cleaning duties in the school.

### 5. CONTACTS

- Site Manager
- School Business Manager
- Teaching staff
- Pupils
- Parents and other members of the public
- Domestic and catering staff

### 6. KNOWLEDGE, EXPERIENCE AND TRAINING

- No specific qualifications required.
- Basic understanding of health & safety procedures

### 7. PROBLEMS AND DECISIONS

- Problems may arise in connection with powered equipment.
- Report any problems to the Site Manager.
- Be aware of cleaning supplies running low and report this to the Site Manager.

### 8. PHYSICAL EFFORT

- Continuous lifting throughout the shift of classroom and other furniture.
- Pushing heavy cleaning equipment.
- Bending and stretching to move furniture and other articles around.
- Approx. 90% to 100% of the time

### 9. WORKING ENVIRONMENT

Some exposure to strong cleaning materials.

### 10. JOB ENTITLEMENTS

- Access to training and staff development according to personal development needs and the needs of the school
- Annual Performance Appraisal and reviews

### 11. ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

## 12. REVIEW OF DUTIES

The specific duties attached to any member of staff are subject to annual review and may, after discussion, be changed. The post-holder is expected to perform reasonable duties requested by the Headteacher from time to time, commensurate with experience, role and salary.

Signed colleague ..... Date .....

Signed Headteacher ..... Date: .....