

Job Description and Person Specification

Cleaner GR9002

| Job details | |
|-----------------|-----------|
| Job title | Cleaner |
| School | |
| Section | |
| Location | |
| GR Number | GR9002 |
| Grade | Scale A |
| Responsible to | Caretaker |
| Responsible for | |
| Effective date | |

| Role and context |
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| Job purpose |
| To clean a designated area of the school to the standard laid down by the school. |
| Context |
| Job Family: Site Management and Maintenance |
| Other Job Information (e.g. any special factors or constraints) |
| Need to let the school know before 12 noon if you are unable to attend your shift. |

| Principal Accountabilities | |
|---|---|
| Accountability | Order of importance (1 = most important etc) |
| To clean a designated area of the school to the standard laid down by the school. | 1 |
| To replenish sanitary materials (toilet paper, paper towels and soap). | 2 |
| To periodically clean the store rooms in the designated areas. | 3 |
| To ensure the cleaning equipment is kept in a clean and working order. | 4 |
| It should be noted that occasionally there may be a need to change the designated area to cover for sickness or absenteeism. | 5 |
| To be fully aware of and to comply with all departmental instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work Act 1974. | 6 |
| To be fully aware and to comply with the instructions under the Control of Substances Hazardous to Health (C.O.S.H.H.). | 7 |

| Principal Accountabilities (continued) | |
|---|----------------------------|
| Accountability | Order of importance |
| To report any problems to the Caretaker. | 8 |
| To perform such other duties of a like nature as required by the Headteacher. | 9 |

| Person specification | |
|-----------------------------|------------------|
| Essential | Desirable |
| Qualifications | |
| | |
| Experience | |
| | |
| Skills/knowledge | |
| | |

| General information |
|--|
| <ul style="list-style-type: none"> • The job descriptions details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job. • Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times. • Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion. • All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. • Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. |