

## JOB DESCRIPTION

**POST:** Cleaner

**GRADE:** 2

### JOB PURPOSE

To carry out cleaning and associated duties.

### MAIN RESPONSIBILITIES AND TASKS

The normal duties of the post holder will usually include the following:

1. Be responsible for cleaning certain parts of the school site as allocated by the Headteacher (this may vary from time to time).
2. Use cleaning materials as instructed by the Headteacher.
3. Vacuum all carpeted areas and to wash or mop the floors of the cloakrooms and toilets in designated areas (Machine clean where practicable).
4. Sweep all the uncarpeted floors thoroughly after school in the afternoon.
5. Empty and clean bins and remove waste to designated areas.
6. Spot clean spillages.
7. Dust/wash carefully each morning with clean dusters/cloths, desks, seats, ledges, skirting boards and other places where dust lodges.
8. Regularly clean toilets, toilet areas and the replenishment of toiletries etc.
9. Cleanse hand basins in all toilets.
10. Wash off dirty marks on wall tiling and mirrors.
11. Clean internal glass, internal and external door glass.
12. Routinely clean lamp shades and light diffusers (strip lights). The height limit is eleven feet.
13. Carry out periodic cleaning of all internal surfaces to a height of eleven feet.
14. Periodically clean internal and external windows at ground level to a height of eleven feet.
15. Check and close windows, switching off lights after work.
16. Carry out such other duties as may be allocated from time to time.
17.  Report all defects/hazards immediately to Headteacher

## PERSON SPECIFICATION

**POST:** Cleaner

**GRADE:** 2

|   | <b>Essential</b>   | <b>Desirable</b>  |
|---|--|---|
| Educational achievements, qualifications and training | Able to communicate clearly and follow instructions.   |   |
| Job related knowledge, aptitude and skills            | Ability to prioritise work<br><br>Ability to manage time effectively.  |   |
| Personal Qualities                                    | Ability to communicate with a wide range of people.<br><br>Initiative and the ability to work without supervision.<br><br>Be flexible to changing demands of the post. | Work as part of a team.<br><br>Take pride in a job well done.<br><br>Be happy, have a sense of humour |
| Physical  | Must be in good health with full mobility  |   |