



Northgate School Arts College

• Cleaner

Post: Cleaner
Level: Job Family Reference 1025
Responsible to: Cleaner in Charge

Job Purpose:

- To carry out essential cleaning and tidying tasks in designated areas of the school to ensure that the school is maintained to a high standard of cleanliness.

Working with People

1. You will be line managed by the **Cleaner-in-Charge**. She is responsible for the work that you carry out and will ensure that the tools and equipment that you use are adequate and suitable for the job. She will ensure that health and safety practices and procedures are followed.
2. You will be required to follow a set sequence and will report any concerns or anything unusual you observe to your line manager.

Main Accountabilities

1. Clean designated areas of the school using appropriate tools and materials including brush, mop, duster, vacuum, buffer and polisher as required to ensure a high standard of cleanliness and hygiene is maintained.
2. Empty bins and dispose of waste according to school policies on waste and recycling for efficiency and hygiene standards for all school users.
3. Top up consumables eg soap dispensers/toilet rolls etc to maintain standards of hygiene and comfort for all users.
4. Move furniture and equipment if required, with the assistance of colleagues as necessary to enable cleaning of all areas.
5. On a regular basis, at a time agreed by your line manager, to undertake deep cleaning of walls, skirting boards, paintwork, handrails etc to ensure a high standard of cleanliness and hygiene is maintained.
6. Clean up spillages ie drink spillages or children being ill in accordance with health and safety procedures or deal with as instructed by your line manager or a member of the management team.

Additional Work Elements

Physical Effort and/or Strain

- Job holders move around during their normal working pattern and will be walking, standing, bending, stretching, working in awkward positions. However, no physical effort and/or strain is regularly needed to carry out the duties of the role.

Working Environment

- You may be required to work alone in designated areas or work as a team. Areas to be cleaned will include classrooms, corridors, halls, dining areas, staff rooms, changing rooms and toilets. The jobholder must be mindful if they are required to clean when pupils and staff are around school.
- Job holders do not work in an unpleasant, unfavourable or objectionable environment.
- There may be some exposure to noise, eg vacuum cleaners, floor polishers but generally this does not cause discomfort.
- Job holders will be handling chemicals but generally these are not considered to be unpleasant or objectionable. Occasionally job holders handle hazardous resources and equipment, which must be done according to health and safety procedures.

Staff Member: name

Staff Member: signed

Head Teacher: signed

Date:



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Person Specification

Essential	Desirable
	<ul style="list-style-type: none">• Experience of working in a school environment.• Awareness of health and safety issues.• Appropriate equipment and machinery operating courses completed.