Job Description
School Cleaner
Education

Job Title *School Cleaner*

Responsible to *Headteacher*

JOB PURPOSE

- To provide the School with a high level of cleanliness and hygiene throughout the whole building

KEY TASK AREAS & RESPONSIBILITIES

- To promote the good reputation of the School by cleaning all areas to the highest standards of cleanliness and hygiene
- To ensure all equipment and chemicals are used and handled correctly at all times, in accordance with manufacturer's instructions, COSHH regulations and health and Safety legislation. Use all supplies correctly and to minimising waste
- To carry out all daily and weekly routines together with any special cleaning duties as directed and necessary
- To support other members of the domestic team when required.
- To report all compliments, comments and complaints
- To report any defects, damage, theft, breakages or hazards
- To carry out all duties in a safe manner having regard for the health, safety and welfare of self, staff, Students and other persons on site

GENERAL

- Ensure awareness of and contribute to operating within the School's agreed budgets, as instructed.
- Exercise vigilance in relation to Health and Safety, promptly reporting hazards, incidents or concerns and taking appropriate action to minimise or remove risks where possible. Undertake all duties in a manner that minimises unnecessary risks to themselves and others.
- Promptly report any issues, incidents or concerns relating to staff, Students or Adults We Support to the relevant Line Manager or appropriate person.
- Operate at all times in accordance with Company policies, procedures and practices, with particular regard to Safeguarding, Child and Young Adult Protection, Whistleblowing, Complaints and Representations, Behaviour and other relevant policies.
- Participate fully in required training, team meetings, supervision and annual reviews, in accordance with Company policy and relevant regulatory standards, and take responsibility for ongoing personal and professional development.
- Promote the School as a valued and professional asset within its community, contributing to a positive culture in which staff conduct themselves in a manner that reflects positively on the School and the Company.

- Ensure that all actions and decisions are undertaken in the best interests of the Students, Adults We Support and the Company.
- Demonstrate and uphold the values of the Company, maintaining high standards of professional conduct and behaviour in accordance with Company policies, procedures and practices.
- Carry out any other reasonable and relevant duties as required by the organisation.

PERFORMANCE AND DEVELOPMENT

- Contributing to the overall ethos/work/aims of the company
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and performance management as required
- Achieve challenging professional goals
- Take responsibility for your own professional development

HEALTH AND WELL-BEING

- Be aware of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of students
- Know how to identify potential abuse or neglect and follow safeguarding procedures
- Know how to identify and support the students we support whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.

TEAM WORKING AND COLLABORATION

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

The above serves as a guide and is not exhaustive; all staff are expected to undertake other duties and projects as may be reasonably required by the Operations Manager or Regional Director.

PERSON SPECIFICATION

Experience	**Essential**	**Desirable**
Relevant experience of domestic duties	✓	
Experience of effective cleaning practices	✓	
Experience of Health and Safety guidelines		✓
Skills	**Essential**	**Desirable**
Good working knowledge of domestic practices	✓	
Good knowledge of domestic duties including the use and storage of relevant products	✓	
Ability to work independently and as part of a team	✓	
Effective communication skills, verbal and written	✓	
Basic IT skills		✓
Good organisational and time management skills	✓	
Qualifications & Training	**Essential**	**Desirable**
Willingness to work towards other relevant qualifications as required	✓	
Undertake relevant group induction training on commencement	✓	
Other	**Essential**	**Desirable**
Commitment to the values of the organisation	✓	
Driving licence		✓