Miller House
SCHOOL

Job Description & Person Specification

Cleaner

Line Manager: Facilities Manager

Job Purpose

- To undertake the cleaning of designated areas to ensure that a high level of cleanliness and hygiene is maintained throughout the school on a daily basis

Main Tasks

- To ensure that all works carried out are completed with due observation to appropriate Health & Safety requirements
- Cleaning, sweeping and vacuum cleaning
- Empty and clean bins and remove waste to designated area, including the
- separation of waste, i.e. recycling
- Washing, dusting and polishing surfaces, including floors, walls, tables etc.
- Cleaning of toilet areas, to include replenishing of toilet rolls and soap
- To undertake a Deep Clean which includes, all of the above, plus for example skirting boards, walls and to clean internal glass and internal and external door glass
- To be expected to clean to the frequency and standards set out
- To ensure standards and procedures are adhered to
- To use cleaning materials appropriately, as instructed and economically; to inform Line Manager when stocks are low
- Where practicable ensure windows and doors are closed and lights switched off
- Report to Line Manager any defects seen which are likely to affect security or health & safety, for example broken/cracked window etc
- The cleaner is required to use only approved cleaning materials and in accordance with manufacturers printed instructions and COSHH regulations

Accountability

The Cleaner will be immediately responsible to the Facilities Manager, Headteacher and SLT.

- fulfil all aspects of the main tasks identified on your job description
- fulfil all aspects of the job activities identified on your job description
- fulfil the following generic aspects;
- conduct themselves in a professional manner
- adhere to the school dress code and policies
- to complete paperwork as and when required

	Essential	**Desirable**
Educational, qualifications & training	Able to communicate clearly and follow instructions	Relevant training such as COSHH
Job related knowledge, aptitude and skills	Ability to prioritise work Ability to manage time effectively	Previous experience
Equal Opportunities	An understanding of and commitment to equality of opportunity	
Personal Qualities	Work as part of a team. Be flexible to changing demands of the post Take pride in a job well done	Ability to communicate with a wide range of people. Initiative and the ability to work without supervision
Physical	In good health and able to carry out the demands of a cleaner	