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**Job Description**

# Post Title: Casual Cleaner

# Responsible To: Cleaning supervisor or the on-site contact

# Grade: Band A

**Job purpose**

# Under the direction and instruction of senior staff: provide a clean and hygienic school environment which meets specified cleaning standards

**TASKS – OPERATIONAL**

**Cleaning**

* Clean all surfaces, fixtures and fittings
* Clean floors, walls, partitions and internal woodwork as appropriate
* Clean toilets, changing rooms and other sanitary areas
* Clean equipment after use
* Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises

**Waste**

* Collect and bag up waste
* Clean and maintain waste bins

**TASKS – RESOURCES**

* Ensure the maintenance of a clean and orderly working environment
* Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
* Undertake basic record keeping if required
* Refill and replace consumables
* Report faulty equipment & other maintenance requirements to on-site estates supervision
* Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
* Ensure lights and other equipment are switched off as appropriate Monitor and record

**TASKS – ORGANISATION**

* Maintain and arrange orderly and secure storage of supplies

# Ensure cleanliness of equipment, check for quality and safety - reporting any faults to the on-site supervisor

* Operate everyday equipment in accordance with instructions
* Maintain specialist equipment, check for quality and safety and report damage to the appropriate Person
* Ensure compliance by self and others with all health and safety policies and procedures.
* Ensure safe use by self and others of equipment and materials.
* Create and maintain a purposeful, orderly and productive working environment
* Promote and ensure the health and safety of pupils, staff and visitors

**RESPONSIBILITIES**

* Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to the on-site supervision or head teacher.
* Contribute to the overall ethos, work and aims of the trust.
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Treat all users of the school with courtesy and consideration
* Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
* Comply with health and safety policies and procedures at all times
* Promote and ensure the health and safety of school users at all times

This Job Profile is not an exhaustive list of tasks and the examples are indicative. The post holder is expected to undertake other specific tasks commensurate with the level of responsibility of the post as required.



**WEST LAKES MULTI ACADEMY TRUST**

**PERSON SPECIFICATION: CLEANER**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Experience | * General cleaning work |  |
| Qualifications/  Training | * Cleaning and support services N/SVQ Level 1 **OR** equivalent experience or equivalent qualification, or willingness to train to achieve these |  |
| Knowledge/Skills | * Willingness to use relevant equipment * Ability to relate well to children and adults * Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards * Willingness to gain knowledge of health and safety procedures and precautions * Willingness to gain awareness of COSHH regulations * Willingness to gain awareness of health and hygiene procedures * Willingness to participate in development and training opportunities * Ability to work on own or as part of a team | * Basic first aid knowledge as appropriate |