

Elveden C of E Primary Academy

JOB DESCRIPTION

ROLE: Cleaner

GRADE: Grade 2, point 1

RESPONSIBLE TO: Caretaker/Head Teacher

Cleaning and preparation	<p>Undertake cleaning duties which include dusting, emptying bins, picking up litter, sweeping, washing, vacuuming, scrubbing, buffing, polishing, toilet cleaning in areas of the establishment.</p> <p>Undertake specialized deep cleaning programmes during the school closures or other designated periods.</p> <p>Assist in the preparation of rooms and appropriate work areas e.g. meeting rooms, classrooms.</p>
Resources	<p>Restocking facilities e.g. soap, paper towels.</p> <p>Report when stocks are low.</p> <p>Store all equipment and chemicals used in the appropriate manner.</p>
Maintenance	<p>Work to ensure and maintain safety and security of the building and those within it.</p>
Systems, policies and procedures	<p>Escalate any safety issues to the line manager.</p> <p>Work to expected standards and complete work within required timescales.</p> <p>Report any faults with materials and/or equipment as necessary.</p>
Team involvement	<p>May demonstrate own duties to new or less experienced staff.</p>
Building professional relationships	<p>Exchanges information with their supervisor, headteacher and possibly other staff.</p>
Record keeping and information management	<p>Complete checklists to say work has been completed.</p>
Problem solving and decision making	<p>Identify straight forward solutions to simple problems and minimal personal initiative required.</p>
Knowledge, skills and experience	<p>Understanding of health and safety issues and willingness to undertake training.</p> <p>Knowledge of chemicals and proper use of cleaning equipment.</p> <p>Awareness of COSHH.</p> <p>Ability to use IT to access online communications.</p>
Physical demands and working conditions	<p>Required to work in conditions that are generally unpleasant such as cleaning with toilets, dealing with waste, responding to minor hazards.</p> <p>Requires regular physical effort such as bending, stretching, pulling and pushing cleaning equipment with occasional intense effort for moving furniture.</p>