

KING EDWARD VI NORTHFIELD SCHOOL FOR GIRLS

JOB DESCRIPTION

CLEANER

GENERAL

To seek to maintain high standards in all matters relating to work undertaken

To support the aims and ethos of the school

Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with

1.0 JOB PURPOSE:

- 1.1 To provide a clean and pleasant environment in order to facilitate the effective teaching of pupils and its full use by those staff and pupils who occupy it
- 1.2 To help maintain the fabric of school building
- 1.3 To maintain cleanliness in order to prevent any health risk from occurring in schools

2.0 DUTIES AND RESPONSIBILITIES:

- 2.1 To clean a specified area of the school to the required standard as instructed by the Supervisor
- 2.2 Wash floors, surfaces, fixtures and fittings and walls up to a specified height
- 2.3 Cleaning inside windows up to a specified height
- 2.4 Sweeping and vacuuming floors
- 2.5 Polishing and dusting surfaces and furniture
- 2.6 Cleaning toilets and shower areas
- 2.7 Use cleaning materials as appropriate, and according to their instructions for use
- 2.8 To empty bins and remove rubbish from the premises
- 2.9 To report any damages to school property or other relevant matters to the Supervisor
- 2.10 To use power cleaning equipment as directed
- 2.11 To undertake relevant Non-Routine cleaning as instructed by the Shift Supervisor
- 2.12 To undertake any relevant training as required
- 2.13 To comply with the requirements of the health and safety at work regulations
- 2.14 To take reasonable care for the Health and Safety of themselves and for others
- 2.15 To co-operate with the employer in ensuring that health and safety responsibilities are carried out
- 2.16 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

- 2.17** To ensure all tasks are carried out with due regard to Health and Safety
- 2.18** To undertake appropriate professional development including adhering to the principle of performance management.
- 2.19** To adhere to the ethos of the school
 - 2.19.1** To promote the agreed vision and aims of the school
 - 2.19.2** To set an example of personal integrity and professionalism
 - 2.19.3** Attendance at appropriate staff meetings.
- 2.20** Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3.0 **SUPERVISION RECEIVED:**

4.1 **Supervising Officer's Job Title:** Shift Supervisor / Premises Manager

4.2 LEVEL OF SUPERVISION

1. Left to work within established guidelines subject to scrutiny by supervisor