

## **Job Description - Cleaner**

### **1. PURPOSE OF JOB**

- 1.1 To provide, under the direction/instruction of senior staff, a clean and hygienic school environment which meets specified cleaning standards.
- 1.2 To contribute to the overall ethos, work and aims of the school

### **2. DIRECTLY RESPONSIBLE TO:**                   The Site Manager

### **3. PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES**

- 3.1 Ensure the maintenance of a clean and orderly working environment. There are no set cleaning areas and cleaning should be carried out as directed.
- 3.2 Participate in the maintenance and cleaning of the school and related premises/areas, including:
  - cleaning all surfaces, fixtures and fittings;
  - cleaning floors, walls, partitions and internal woodwork as appropriate;
  - cleaning toilets, changing rooms and other sanitary areas;
  - cleaning equipment after use;
  - undertaking special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises;
  - collecting and dispose of waste in appropriate manner; and
  - cleaning and maintaining waste bins.
- 3.3 Prepare and operate routine equipment/resources/materials as set out in instructions, and ensure cleanliness of equipment, check for quality and safety, and report any faults to the relevant officer.
- 3.4 Maintain and arrange orderly and secure storage of supplies, and refill and replace consumables.
- 3.5 Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches.
- 3.6 Report faulty equipment and other maintenance requirements to appropriate person.
- 3.7 Ensure lights and other equipment are switched off as appropriate and windows are securely closed.
- 3.8 Undertake other duties as required.
- 3.9 Treat all users of the school with courtesy and consideration, and promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health & safety legislation) at all times. No mobile phones are to be used during working hours.
- 3.10 Uphold our vision, ethos, work and aims of the school at all times.
- 3.11 Adhere to our staff code of conduct at all times.

- 3.12 Attend relevant meetings and participate in training and development activities and programmes as required.
- 3.13 Appreciate and support the role of other professionals, and establish constructive relationships and communicate with other agencies and professionals.
- 3.14 Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
- Child protection/safeguarding
  - Health, safety and security
  - Confidentiality
  - Data protection.

Undertake these duties within agreed departmental, service and school objectives, policies and procedures and promote the school's Equal Opportunities Policy.

At RPT schools, every child is part of RPT's safe, respectful and vibrant community, in which they are effectively supported to learn, develop and build positive relationships with others. All staff must demonstrate commitment to safeguarding and will participate in an Induction process as well as undertake necessary safeguarding training.

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I agree to undertake the duties listed above.

Signed..... Date:.....