



Job Description – Cleaning Staff

NAME OF POSTHOLDER:

POST: Cleaning Staff

GRADE: GO1

ACCOUNTABLE TO: Cleaning Supervisor

JOB PURPOSE:

- To undertake general cleaning duties as directed by the Cleaning Supervisor.

DUTIES AND RESPONSIBILITIES – JOB SPECIFIC

- To be ready to begin duties promptly at the specified time;
- To carry out cleaning duties individually or as part of a team in the area of the school allocated by the cleaning supervisor;
- All cleaning must be carried out to a safe system of work to ensure safety of staff and others;
- Ensure that cleaning work is carried out to the appropriate standard and to the frequencies laid down by the cleaning supervisor;
- Ensure safe usage and storage of equipment and materials and awareness of COSHH requirements;
- Signing in, signing out and completing any required paperwork;
- Report any maintenance problems to the cleaning supervisor, caretaker and record appropriately in the maintenance book.

DUTIES AND RESPONSIBILITIES – SCHOOL OBJECTIVES

- To be aware of procedures relating to child protection, health, safety and security, confidentiality and data protection (GDPR), reporting concerns to an appropriate person;
- Contribute to the overall ethos/aims of the school by helping to create a clean and tidy school and appropriate school environment;
- To be responsible for maintaining good working relationships with all school staff, teaching and non-teaching;
- To comply with the school's practices, policies and procedures.
- To be responsible for the application of Health and Safety practices within the School, sharing a common responsibility for Health and Safety within the school as a whole;
- To work effectively as part of a team and carry out such other duties as may be designated by the line manager that commensurate with the grade and responsibility of the post.

KNOWLEDGE/SKILLS

- Motivation, enthusiasm and the ability to work under pressure in a physically demanding role;
- To have awareness of Health and Safety issues;
- The ability to work under direction and specific instructions with regard to the cleaning tasks required;
- To have flexibility with regard to working in different areas of the school;
- Work constructively as part of a team.

DATE ISSUED: 17 December 2020

DATE LAST REVIEWED: 17 December 2020

Signature of Postholder:**date**.....

Signature of direct Line Manager.....**date**.....

Signature of Business Manager.....**date**.....

Signature of Headteacher.....**date**.....