



## JOB DESCRIPTION – Cleaner

**Employee Name:**

**Date:**

**Job Title:** Cleaner

**Grade:** GR1

**Line Management:** Building Site Manager

**Performance Manager:** Building Site Manager

**The job description has been extracted from the Birmingham City Council Human Resources Portal.**

**Hours: Daily:** 12.5 hours per week

**Daily:** 3.30pm to 6.00pm Monday to Friday (2.5 hours per day)

| <u>1.0</u> | <u>JOB PURPOSE:</u>                                |  |
|------------|--|--|
| 1.1        |  | To work as part of a team to perform a variety of regular and one-off cleaning tasks and duties as directed by the Site Manager.   |
| 1.2        |  | To provide a clean and pleasant environment for pupils and staff   |
| 1.3        |  | To maintain cleanliness in order to prevent any health risk from occurring in schools  |
| <u>2.0</u> | <u>DUTIES AND RESPONSIBILITIES:</u>                |  |
| 2.1        |  | Be responsible for ensuring the cleanliness and hygiene of your designated area and for maintaining high and consistent standards  |
| 2.2        |  | Carry out one-off and non-routine cleaning tasks and duties as instructed by the Site Manager  |
| 2.3        |  | Take initiative to perform cleaning and tidying tasks that are not specifically contained within the Rota but require attention as part of maintaining overall high standards. |
| 2.4        |  | Replenish consumables when required e.g. toilet paper, hand roll and handwash  |
| 2.5        |  | Report cleaning supply requirements and stock levels to the Site Manager/Building Site Supervisor  |
| 2.6        |  | Keep storage areas clean and tidy and make sure all materials and equipment are stored in a safe manner.   |
| 2.7        |  | Sweep, vacuum and damp mop floors  |
|            |  | Damp clean surfaces, pipes, window ledges, fixtures, fittings and walls up to a specified height   |
| 2.8        |  | Clean inner window glass up to a specified height  |
| 2.9        |  | Polish and dust surfaces and furniture   |
| 2.10       |  | Clean toilets and sinks  |
| 2.11       |  | Place all rubbish from bins in sacks and take to the designated area.  |
| 2.12       |  | Use, where appropriate, powered equipment in undertaking cleaning duties.  |
| 2.13       |  | Report any graffiti, hazards or damages to school property or other relevant matters to the Site Manager/Building Site Supervisor  |
| 2.14       |  | Work as part of a team and support other members of the cleaning team to meet standards and school objectives  |
| 2.15       |  | Cover for absent colleagues and undertake any other reasonable cleaning or allied task as requested by the Site Manager or Executive Headteacher.                              |
| 2.16       |  | To engage in Safeguarding, Health & Safety or any other relevant training as required  |
|            | <b><u>To adhere to the ethos of the school</u></b> |  |
| 2.17       |  | To promote the agreed vision and aims of the school  |
| 2.18       |  | To set an example of personal integrity and professionalism  |

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|   | <b>2.19</b> | Attendance at appropriate staff meetings within working hours  |
|   | <b>2.20</b> | Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the school   |
| <b><u>Performance Management</u></b>              |             |  |
|   | <b>2.21</b> | To maintain personal and professional development to meet the changing demands of the job. Adhere to the principle of performance management and collect evidence to support achievement of targets.   |
| <b><u>Safeguarding</u></b>                        |             |  |
|   | <b>2.22</b> | To comply with the safeguarding policies, procedures and code of conduct policy  |
|   | <b>2.23</b> | To demonstrate a personal commitment to safeguarding and pupil wellbeing   |
|   | <b>2.24</b> | To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy   |
| <b><u>Data Protection and Confidentiality</u></b> |             |  |
|   | <b>2.25</b> | Ensure that any confidential, personal information received or obtained concerning pupils, parents, staff and school business is not passed on to anyone, whether inside or outside the school, or to any organisation not entitled to that information. |
| <b><u>Health &amp; Safety</u></b>                 |             |  |
|   | <b>2.26</b> | To carry out all work in line with Health and Safety regulations and risk assessments (incl COSHH)   |
|   | <b>2.27</b> | To ensure the correct use of material and equipment in accordance with the manufacturer's instructions and recommendations   |
|   | <b>2.28</b> | To take reasonable care for the Health and Safety of themselves and for others e.g. wearing Personal Protective Equipment (PPE) where deemed necessary; monitoring and keeping harmful substances secure whilst in use                                   |
|   | <b>2.29</b> | To notify the Site Manager of any mechanical failure of equipment or equipment unsafe for use.   |

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| <b><u>Safeguarding and Data Protection</u></b> |             |   |
|  | <b>2.18</b> | 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.   |
|  | <b>2.19</b> | Adhere to the school's data protection policy.  |
|  | <b>2.20</b> | Ensure sensitive or confidential information concerning pupils, parents, staff and school business are not discussed inappropriately or with unauthorized people. |

### **Review and Amendment**

- This job description is subject to annual review.
- It may be amended at the request of the Head Teacher or the employee, but only after full consultation with the post holder. It will be signed upon agreement.

### ***Job Description issued by the Headteacher***

Signed: \_\_\_\_\_ Headteacher Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Post Holder Date: \_\_\_\_\_