**CLEANER JOB DESCRIPTION**

**POST TITLE:** Cleaner – Term Time plus 2 weeks (41 weeks per year). To work within the framework of the NJC pay and conditions, current legislation and the policies of the school.

**PAY:** £9.25 per hour

**RESPONSIBLE TO:** Facilities Manager (delegated to duty caretaker in their absence)

**POST OBJECTIVE:** To assist in the provision of an efficient and effective cleaning service to the school

**OTHER CONSIDERATIONS:** The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by the Site Manager are adhered to. Previous experience preferred but not essential as training will be given. Must be able to work on their own and as part of a team. Flexibility is required to cover sickness/absence.

**DUTIES AND RESPONSIBILITIES.** Cleaners are required to undertake the following duties as directed by the Supervisor using the prescribed methods and frequencies in line with the requirements of the cleaning specification.

* Emptying waste bins or similar receptacles, transporting waste materials to designated collection points.
* Sweeping floors with brushes or dust control mops
* Mopping floors with wet or damp mops
* Suction cleaning carpeted areas and spot cleaning carpets.
* Using electronic powered cleaning/scrubbing/polishing to burnish, scrub, polish and spray clean floors (after receiving proper instruction and training)
* Using electrically powered pick-up machines
* To dust, damp wipe, wash and polish furniture, ledges, window sills, external surfaces of cupboards, radiators, shelves and fitments.
* To replenish consumable items (soap, toilet rolls, paper towels) as required
* To clean toilets, urinals, hand basins, sinks, baths, showers.
* To use such chemical agents as required in the discharge of cleaning operations or maintenance procedures (after receiving proper instruction and training) in particular toilet floors are to be swept and mopped with a germicidal agent daily.
* Cleaners working in Specialist teaching areas (ie Art, Design & Technology, Food Tech, Science etc) are required to sweep or wipe benches, clean cookers and work surface areas etc.
* To clean the inside of window panes and the glass in interior doors and partitions when necessary within the limitations of safe working practices.
* Washing walls, cleaning of furniture and deep cleaning during the school holiday period.
* Cleaning of external foyer/entrance areas including glass in exterior doors and partitions when necessary with the limitations of safe working practices.
* Use of various products when needed for preventative infection control in touch point areas.
* To carry out any other reasonable duties within the overall function of the job.

**Recruitment Policy**

**This application form must be completed in line with our Important Recruitment Information section on the school website. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.**

* **Child Protection and Safeguarding Policy**
* **Recruitment of Ex Offenders**
* **The Equality and Diversity Form**
* **GDPR Privacy Notice**

**These documents can be found using following the link:** [**https://www.murraypark.derby.sch.uk/key-information/vacancies/**](https://www.murraypark.derby.sch.uk/key-information/vacancies/)

**Murray Park School shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.**

**This post is Exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and is subject to an enhanced DBS Disclosure check.**

**Signed**

**Date**

**Signed**

**Date**