



Role Profile for the post of Cleaner

Accountable to:	Premises Manager
Other Staff relationships	Other Site officers, Lettings Administrator,
Location:	Oathall Community College
Grade:	2 (JDQ75)

JOB SUMMARY

Under the direction of the facilities manager undertake cleaning duties to maintain a high standard of cleanliness and ensure a healthy environment for all school users.

Maintenance & cleaning

- Undertake cleaning of allocated areas in line with specified standards and as directed.
- Operate/use domestic and industrial cleaning equipment and materials, following appropriate training.
- Store allocated equipment and materials safely and securely.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
- Collect and dispose of all waste.
- Refill and replace soap, towels and other materials.
- Undertake specialised cleaning programmes during school closures or other designated periods.

Resources

- Refill and replace consumables e.g. soap & towels
- Report faulty equipment & other maintenance requirements using the premises help desk
- Ensure lights and other equipment are switched off as appropriate
- Undertake basic record keeping as directed

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all

Any Other Duties

- Occasional assist the site team with other site related tasks e.g. opening and locking up, moving deliveries etc.



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- Undertake any other duties as may reasonably be requested of a cleaner as directed by your line manager.

Person Specification

Experience	Previous experience working in a cleaning role or similar type of job.
Qualifications/ Training	Good communication abilities - Be able to read and write in English and be understood by work colleagues Manual handling training Ladder/working at height training
Knowledge/Skills	Knowledge cleaning processes Basic knowledge of health and safety procedures and precautions & willingness to learn Computer literate (You will be required to respond to help desk notifications & emails) Knowledge of moving and handling procedures Ability to work as part of a team Willingness to use relevant equipment Ability to relate well to children and adults
Other considerations	The role requires regular physical effort such as bending and stretching, pulling or pushing cleaning equipment with occasions of more intense effort, such as moving furniture. The post holder will be required to operate cleaning equipment.
Working conditions	Work in conditions that are generally unpleasant, including cleaning toilets, dealing with waste and responding to minor hazards. This role may require lone working.