



Church Langton CE Primary School

A member of Learn Academies Trust

Headteacher: Mr Stephen Roddy

Head of School: Mrs Jennie Edwards

JOB DESCRIPTION	
Post title	Cleaner - Daytime Grade 2
Job Purpose	To ensure that a high level of cleanliness is maintained throughout the school on a daily basis. To clean high contact areas.
Duties and Responsibilities:	<p>To carry out cleaning duties as required including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners.</p> <p>Use electrical and mechanical equipment, floor polishers, etc. when necessary and after appropriate training.</p> <p>Use stepladders when necessary and with due regard to the Health & Safety of themselves or others.</p> <p>Use approved cleaning materials in accordance with manufacturers printed instructions and COSHH Regulations. (Chemicals should NEVER be mixed with other chemicals).</p> <p>To be responsible for the care of all cleaning equipment and materials assigned to them.</p> <p>Where practicable ensure windows and doors are closed and locked when leaving rooms.</p> <p>Report to the Premise Officer any defects seen, likely to affect security i.e., broken windows, window catches.</p> <p>To be aware of their responsibilities for the Health & Safety of themselves and others.</p> <p>Wear protective clothing provided, additionally shoes which are suitable for the work being carried out must be worn e.g., slippers and flip flops are not acceptable as they may create a Health & Safety risk.</p>

All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Trust's Equal Opportunities Policy.

Relevant medical clearance will be required.

Confidentiality must be maintained at all times. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Exempt under the terms of the Rehabilitation of Offenders Act 1974.

Appointment subject to satisfactory clearance check of police records by the Disclosure & Barring Service and satisfactory references.



PERSON SPECIFICATION

Post title	Cleaner Grade 2
SPECIFICATION	Job Requirements
1. Qualification	Full training will be provided, but previous experience would be advantageous.
2. Experience/Knowledge	Basic understanding of cleaning principles within an educational environment.
3. Skills/Abilities:	Must after training be able to use all cleaning equipment and chemicals required Ability to carry a full range of cleaning activities Be approachable, friendly and liaise and communicate effectively as a member of staff with all stakeholders Understanding of need for confidentiality within the working environment
4. Aptitude:	A willingness to undergo any training that is required to undertake the role
5. Safeguarding children, young people and vulnerable adults	Understands their role in the context of safeguarding children, young people and vulnerable adults. Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
6. Equal Opportunities:	Understanding of the requirements of Equality and Diversity