



CLEANER

EAST BOROUGH



JOB DESCRIPTION	
Job Title	Cleaner
Grade	VIAT 2
School / Department	East Borough
Base	
Hours	12.5 plus additional 42 hours per annum
Reports to	Sarah Wood
Accountable to	

Job Summary

Clean and maintain areas of the establishment, under the direction of the Assistant Site Manager to ensure they are kept clean and tidy.

Key Working Relationships

- Headteacher;
- Estate Manager;
- Building and Estates Director;
- Premises team members;
- Safeguarding and health and safety leads.

Key Responsibilities

- Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors, emptying bins, etc. to ensure high standards of cleanliness and hygiene at all times.
- Maintain clean toilets to ensure hygiene standards are met.
- Replenish hand towels and toilet rolls as required.
- Ensure health and safety procedures are followed and report any concerns and/or defects to the Assistant Site Manager.
- Attend in-house training courses as required
- Undertake the mechanical cleaning and polishing of hard floor areas as required
- Undertake deep cleaning, as directed by the Assistant Site Manager, to include window cleaning, moving furniture to clean behind it, skirting boards, walls, floors, tables, chairs and other furniture etc, to ensure all areas are clean and fresh.
- Undertake locking up duties in the event of an emergency

Safeguarding

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

Equality and diversity

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

Statement

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION		
AREA	ESSENTIAL	DESIRABLE
Qualifications		
Experience	• Able to communicate clearly, understand and follow instructions. • Experience of undertaking general cleaning duties.	
Knowledge	• Ability to carry out general cleaning duties as detailed in the Job Description.	
Skills	• Ability to handle heavy equipment and machinery used in cleaning • Knowledge of cleaning chemicals, proper storage and disposal methods • Ability to follow instructions, but also use own initiative when required. • Understands the principles regarding the safeguarding of children and adheres to school policy. Excellent communication skills and the ability to work as a team.	
Attributes	• Punctual and reliable. • Honest and demonstrates integrity. • Able to work with minimum supervision. • Ability to work alone and within a team. • Flexible. • Takes pride in a job well done. • Pays attention to detail. • Respects and values the opinions and backgrounds of others. • To undertake any training relevant to your role. Must be in good health.	

