

Role	Cleaner
Job Purpose	<ul style="list-style-type: none"> To clean designated areas within school premises efficiently and effectively, so that a clean and tidy environment is maintained for pupils, staff and visitors.
Accountable to:	Head of Catering and Domestic Services
Accountabilities	<ol style="list-style-type: none"> In accordance with the school's cleaning specification, ensure the cleanliness and tidiness of allocated areas, and in the case of classrooms, their readiness for teaching. To include polishing and dusting of fixtures and fittings, mopping, sweeping, vacuum cleaning and polishing of floors, emptying litter bins and cleaning of toilets using designated cleaning materials. Ensure the correct use of chemicals/materials ensuring appropriate and adequate stock. Report hazards, defects, maintenance requirements (e.g. replacement light bulbs), damage or other concerns immediately to the Site Manager to ensure that they can be dealt with promptly. Hand in items of lost property in accordance with School arrangements. Assist with regular deep cleans as required (may be in School holidays), and with any special arrangements for end of term tidying. Adhere to safe working practices and ensure that instructions given by the Site Manager, manufacturers, suppliers etc are adhered to. Adhere to arrangements for reporting for work and signing out Perform any other duties that may reasonable be required by the Site Manager and/or Director of Finance and Operations.
General requirements	<p>All school staff are expected to:</p> <ol style="list-style-type: none"> Work towards and support the school vision and the current school objectives outlined in the School Development Plan. Contribute to the school's programme of extra-curricular activities. Support and contribute to the school's responsibility for safeguarding students. Work within the School's health and safety policy to ensure a safe working environment for staff, students and visitors Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. Engage actively in the performance review process. Adhere to policies as set out in the GDST Council Regulations, ORACLE and GDST circulars. Undertake other reasonable duties related to the job purpose required from time to time.
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

**CLEANER
PERSON SPECIFICATION**

Skills Required

Ability to work effectively both in a team and also on own initiative	Essential
Ability to understand oral and written instructions	Essential
Good time management to ensure that all designated cleaning areas are completed in the time allocated	Essential

Knowledge Base

Knowledge of use of basic cleaning equipment and materials	Essential
Understanding of health and safety requirements	Desirable
Understanding of child protection issues	Desirable

Experience

Experience of cleaning in an office/education setting	Desirable
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Attitude/approach

Honesty and integrity	Essential
Reliable and punctual	Essential
Presentable ensuring that uniform is clean and worn at all times on duty	Essential