

**St. Andrew's C of E First School,
Hewell Road, Barnt Green B45 8NG**



JOB DESCRIPTION - Cleaner

Grade: Scale 1 SCP2

Reporting To: Cleaner-in-Charge

Main Purposes of Role:

To provide a clean and pleasant environment in order to facilitate the effective use of the school by those staff and pupils who occupy it.

To maintain cleanliness in order to prevent any health risks from occurring.

Key Accountabilities:

To comply with the requirements of the Health and Safety at Work regulations. To take reasonable care for the Health and Safety of him/herself and for others affected by his/her work, and to co-operate with the employer in ensuring that Health and Safety responsibilities are carried out.

To clean specified areas of the school to the required standard, as instructed:

- Washing floors, surfaces, fixtures and fittings and walls up to a safe height (i.e. that can be reached without standing on steps, chairs etc.);
- Cleaning inside windows up to a safe height (i.e. that can be reached without standing on steps, chairs etc.);
- Sweeping and vacuuming floors;
- Polishing and dusting surfaces and furniture;
- Cleaning toilets;
- Using and storing safely cleaning materials as appropriate, in accordance with their instructions.

To empty bins and remove rubbish from the premises.

To report any damage to school property or other relevant matters to the Cleaner-in-Charge.

To use powered cleaning equipment as directed and in accordance with training.

To undertake relevant seasonal work as instructed by the Cleaner-in-Charge.

To undertake any relevant training as required.

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General Duties:

To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy.

Contacts:

In all contacts the postholder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Teaching staff, Finance Manager, Site Manager, Cleaner-in-Charge, Head Teacher

External: Third party after school club staff, parents/children attending after school clubs

Notes:

The postholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and procedures.

This post is subject to a criminal record check under the arrangements established by the Disclosure and Barring Service.

The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Reasonable adjustments will be considered as required by the Disability Discrimination Act.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.