



## Cleaner In Charge - Job Description

### The role:

To ensure that the school is cleaned on a daily basis and staff undertake their duties. To secure the building each evening.

### Terms

Term Time plus 1 additional week during School Holidays (39 weeks per year)

Hours: Monday-Friday – 15:15 to 18:00 hours (13.75 hours per week)

### Main duties

- In conjunction with the School Leadership Team organise and supervise the work carried out by the cleaning staff to ensure staff are effectively deployed and the premises remain safe, clean and tidy and in good order at all times.
- Be responsible for cleaning an area within the school on a daily basis
- Undertake induction, on the job and health and safety training with new cleaning staff as required
- Be responsible for an area of cleaning and support and assist the cleaning staff with any practical tasks to maintain the appearance, hygiene and cleanliness of the premises.
- Undertake appropriate duties to provide cover for the absence of the cleaning staff.
- To ensure the building is secured and alarmed at the end of each evening.
- To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Have due regard for safeguarding and promoting the welfare of children and young people following the Trust's Child Protection and Safeguarding Policy.

## Cleaner In Charge Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Risk Assessment qualification		✓
Good English and Maths skills	✓	
<b>Experience, Professional Knowledge, Skills and Understanding</b>		
The ability to understand and apply regulations such as health & safety, COSHH, Legionella etc.	✓	
Ability to clean all aspects of the school environment to a high standard	✓	
Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post	✓	
Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests	✓	
Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school	✓	
Ability to manage people directly and indirectly	✓	
To be able to use a computer for diary management, emails etc.	✓	
<b>Personal attributes</b>		
Good communication skills	✓	
Ability to adapt to changing and conflicting demands	✓	
Ability to be flexible and work as part of a team or individually as required	✓	
Ability to adhere to the school's policies and procedures and most importantly the child protection policy and all health & safety related policies	✓	
Ability to manage own time effectively and demonstrate initiative including establishing priorities	✓	
Work as part of a team	✓	
<b>Other Job Requirements</b>		
Enhanced DBS Check	✓	
A commitment to safeguarding	✓	
Willingness to undertake suitable training	✓	