

**St Aidan's Church of England High School**

**Job Description : Cleaner**

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**Responsible to:** Cleaning Manager and Cleaning Supervisor

**Purpose of job and objectives:** Responsible for a wide range of cleaning duties, which include ensuring that areas of work allocated are cleaned to the required specification.

**Main duties and responsibilities**

- Thoroughly clean your area to the required specification, as directed, using correct techniques and cleaning equipment.
- Working safely using correct warning signs, protective clothing and safety equipment, being aware of hazards to other staff and pupils. Compliance with Health and Safety practices of the site.
- Undertake training in use of methods, materials and equipment, as instigated by the Cleaning Manager.
- Reporting immediately any defects of equipment, furniture and fittings, including electrical and gas appliances.
- Ensuring that areas are properly secured when moving around the site and any breaches of security are reported.
- Collect cleaning materials from the Cleaning Office as required and inform Cleaning Manager if supplies are running low.
- Check vacuum cleaners at the end of every day for full bags and wear and tear to cables. Notifying Cleaning Manager of any faults found.
- Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff, pupils or visitors.
- Ensure mops and cloths are returned to the Cleaning Office every evening to be washed.
- Any other task, as directed by the Cleaning Manager or Senior Staff, commensurate with the role.

### **Person Specification**

- Excellent attention to detail.
- Ability to work as part of a team but also alone to achieve specified standards
- Self-motivated
- Punctuality
- Ability to manage time effectively to complete tasks to a high level.
- Good verbal communication skills

### **Qualifications and skills**

- Awareness of Health & Safety
- Experience of undertaking general cleaning duties

### **Safeguarding**

YCST is committed to safeguarding and the promotion of the welfare of all children and the prevention of extremism. We expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service and comply with the Safeguarding Policy and Child Protection Practices of YCST.

### **Equalities**

YCST has a strong commitment to achieving equality of opportunity in its academies and in the employment of staff. The post will ensure that YCST meets its statutory obligations in relation to all aspects of equality legislation.