

Cleaner - Job Description

Salary	Grade B, point 2
Location	Yorkshire Causeway Schools Trust
Contractual basis	Relief
Responsible to	Headteacher, under the day-to-day management of the Cleaning Manager.
Responsible for	N/A

Overall Purpose of the Job

Responsible for a wide range of cleaning duties, which include ensuring that areas of work allocated are cleaned to the required specification.

Areas of Accountability

Thoroughly clean your area to the required specification, as directed, using correct techniques and cleaning equipment.

- **Equipment Maintenance & Stock Level Management**
 - 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.
 - Ensure mops and cloths are returned to the Cleaning Office every evening to be washed.
- **Health and Safety**
 - 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.
 - 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.
- 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.

Specific Responsibilities of Cleaner

Knowledge and Understanding

- A willingness to attend training as required to develop expertise and knowledge to include, but not limited to, mandatory school training, Safeguarding, Health and Safety training (including training in use of methods, materials and equipment), as instigated by the Cleaning Manager.
- 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
- Experience of undertaking general cleaning duties (desirable but not essential)

Other specific duties

- Any other task, as directed by the Cleaning Manager or Senior Staff, commensurate with the role.

This job description forms part of the contract of employment on appointment. It will be subject to review and may be amended at any time after consultation, and with the agreement of the postholder.

[January 2025]