

# Job Description

## Job Information

*All information to be as shown on organisation chart.*

**Job Title:**

Cleaner

**Post No:**

CS01

**Grade:**

Equivalent to HC2

**School:**

Fairfield High School

## Organisational information:

**Responsible to:**

Site Manager

**Responsible for:**

No staff responsibility

**Functional links with:** All other staff at Fairfield High School

## Main Purpose of Job:

- To provide a clean and pleasant environment in order to facilitate the effective use of the school by those staff and students who occupy it.
- To maintain cleanliness in order to prevent any health risks from occurring.

## Main Duties and Responsibilities:

*Duties may include:*

- 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 undertake any relevant training as required.
- 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 and shower areas;
  - Using and storing safely cleaning materials as appropriate, in accordance with

their instructions.

- To launder dusters, tea towels etc., if required.

- To empty bins and remove rubbish from the premises.
- To report any damage to school property or other relevant matters to the Caretaker/Cleaner-in-Charge.
- To use powered cleaning equipment as directed and in accordance with training.
- To undertake stand down hours and complete deep cleans as instructed by the Site Manager during the school holidays.

*This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder*

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.**

Job Holder Name:

Headteacher Name:

Job Holder Signature:

Headteacher Signature:

Date:

Date:

