

## **GENERIC JOB DESCRIPTION**

POST TITLE: Cleaner  
POST NO:  
GRADE: Grade 1

CONTRACTUAL  
ARRANGEMENTS:

ACCOUNTABLE TO: Site Manager

### **PURPOSE OF THE JOB**

To keep designated areas of the school in a clean and hygienic condition. The designated areas may include classrooms, corridors, offices, toilets and wash areas and may vary between term time and school holiday periods.

### **KEY ACCOUNTABILITIES**

1. To clean, wash and sweep the designated areas as appropriate;
2. To empty litter and waste bins;
3. To polish and dust furniture, fittings and flooring;
4. To use powered equipment (e.g. vacuum cleaners, polishers) where appropriate;
5. To contribute to maintaining a safe and healthy environment for children and adults, adhering to all Health and Safety regulations and requirements.

### **Supporting the school**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.

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3. Take appropriate responsibility for safeguarding and children's welfare and to be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy

## **OTHER DUTIES**

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.