**KING EDWARD VI NORTHFIELD SCHOOL FOR GIRLS**

**JOB DESCRIPTION**

**CLEANER**

**GENERAL**

To seek to maintain high standards in all matters relating to work undertaken

To support the aims and ethos of the school

Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with

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| **1.0** | **JOB PURPOSE:** | | | |
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|  | **1.1** | To provide a clean and pleasant environment in order to facilitate the effective teaching of pupils and its full use by those staff and pupils who occupy it | | |
|  | **1.2** | To help maintain the fabric of school building | | |
|  | **1.3** | To maintain cleanliness in order to prevent any health risk from occurring in schools | | |
| **2.0** | **DUTIES AND RESPONSIBILITIES:** | | | |
|  | **2.1** | To clean a specified area of the school to the required standard as instructed by the Supervisor | | |
|  | **2.2** | Wash floors, surfaces, fixtures and fittings and walls up to a specified height | | |
|  | **2.3** | Cleaning inside windows up to a specified height | | |
|  | **2.4** | Sweeping and vacuuming floors | | |
|  | **2.5** | Polishing and dusting surfaces and furniture | | |
|  | **2.6** | Cleaning toilets and shower areas | | |
|  | **2.7** | Use cleaning materials as appropriate, and according to their instructions for use | | |
|  | **2.8** | To empty bins and remove rubbish from the premises | | |
|  | **2.9** | To report any damages to school property or other relevant matters to the Supervisor | | |
|  | **2.10** | To use power cleaning equipment as directed | | |
|  | **2.11** | To undertake relevant Non-Routine cleaning as instructed by the Shift Supervisor | | |
|  | **2.12** | To undertake any relevant training as required | | |
|  | **2.13** | To comply with the requirements of the health and safety at work regulations | | |
|  | **2.14** | To take reasonable care for the Health and Safety of themselves and for others | | |
|  | **2.15** | To co-operate with the employer in ensuring that health and safety responsibilities are carried out | | |
|  | **2.16** | Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with. | | |
|  | **2.17** | To ensure all tasks are carried out with due regard to Health and Safety | | |
|  | **2.18** | To undertake appropriate professional development including adhering to the principle of performance management. | | |
|  | **2.19** | To adhere to the ethos of the school | | |
|  |  | **2.19.1** | To promote the agreed vision and aims of the school | |
|  |  | **2.19.2** | To set an example of personal integrity and professionalism | |
|  |  | **2.19.3** | Attendance at appropriate staff meetings. | |
|  | **2.20** | Any other duties as commensurate within the grade in order to ensure the smooth running of the school | | |
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| **3.0** | **SUPERVISION RECEIVED**: | | | |
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|  | **4.1** | **Supervising Officer’s Job Title:** | | Shift Supervisor / Premises Manager |
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|  | **4.2** | LEVEL OF SUPERVISION | | |
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|  |  | 1. Left to work within established guidelines subject to scrutiny by supervisor | | |
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Teaching Assistant signature:

Date:

Headteacher signature:

Date: