



School Cleaner

JOB DESCRIPTION

RESPONSIBLE TO: Site Manager

JOB PURPOSE: To ensure that designated areas of the school cleaned to a high standard, hygienic and safe to create a suitable environment for staff and Students

Principal Accountabilities:

- ensure that high standards of cleanliness and customer service
- cleaning allocated area(s) within designated time: to include hoovering carpeted areas; mopping hard floors; dusting/damp surface cleaning; high level cleaning; toilet cleaning
- notify when stocks of cleaning products are low
- maintain observation on maintenance requirements and report any deficiencies to line manager
- adhere to health and safety policy and practice as it applies to the post
- ensure all policies, procedures and risk assessments are followed, including COSHH
- follow waste guidelines
- ensure correct PPE is worn, as necessary
- maintain observation of security of working area and report any potential security breach to line manager
- wear the uniform provided and display a school ID badge at all times
- understand safeguarding

Other Information

Equality of Opportunity

- To take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment, and bullying
- Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents, and visitors

Confidentiality and Data Protection

- To treat all information acquired through employment, both formally and informally, in strict confidence



Testbourne Community School

- Understand the school's responsibilities under the Data Protection Act 2018 (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this

To Contribute as an Effective and Collaborative Member of the School Team

- Any other duties as reasonably required by any manager of the school
- Attend meetings as required and make a positive contribution during meetings

Safeguarding

- Being aware of and comply with policies and procedures relating to safeguarding and reporting all concerns to an appropriate person

General Policies & Procedures

- Being aware of and comply with policies and procedures, and in particular health & safety, reporting all concerns to an appropriate person
- Awareness of responsibilities of the Governing Body