



Job Title: Cleaner

Grade: Grade 1/2 Point 2

Hours: 15 hours per week, Mon - Fri

Weeks: 46.5 weeks

School: Harrow Lodge Primary School

Responsible to: Headteacher

Line Manager: Office Manager

Liaises with: Office Manager/School Keeper

Main purpose of the job

A cleaner will normally be one of a team of cleaners, working under the day-to-day supervision of a Cleaning Supervisor or Office Manager. Specific duties and designated areas of the premises are usually allocated depending upon the needs of the school and the cleaner is responsible for making sure those areas are clean, sanitised and safe for use.

The nature and intensity of the work required varies with the season and with whether the school is in session or not. During closures a school may carry out a programme of special cleaning and a cleaner may be expected to contribute to these programmes.

PPE will be provided. In light of COVID19 additional cleaning procedures will be.

A cleaner may be expected to:

- Use cleaning products, chemicals and materials that require safe handling procedures
- Use a variety of machines used in school cleaning
- Clean up body fluids using agreed safe handling procedures
- Respond to the results of emergencies and accidents – for example, flooding
- Lift, carry and move school furniture and equipment.

Main Duties

- To remove loose dust and debris from floors, surfaces and equipment by hand and/or using machines provided
- To clean floors, potentially of a wide variety of different surface materials, by hand and/or machine and using a variety of cleaning products and chemicals
- To clean tables, furniture, light fittings, door handles/panels and equipment
- To clean and remove body fluids using safe handling procedures



- To clean vertical surfaces, including walls, doors, and partitions, which may include cleaning glass.
- To remove rubbish and waste. This may include:
 - Removal of waste that requires safe handling procedures
 - Waste separation to comply with re-use and re-cycling processes
 - Removing waste classified as unsanitary, hazardous and/or dangerous.
- To note breakages, repairs, or maintenance required and inform the Office Manager
- To operate a variety of machines used for cleaning, reporting faults to Office Manager where relevant.
- To be responsible for safety, security and appropriate energy conservation within the areas of the school designated for cleaning (in accordance with the procedures of the school)
- To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment, reporting concerns to the Office Manager where necessary
- To work, support and cooperate with others to make sure the responsibilities of the post are carried out.
- To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.

General

- To carry out all reasonable duties and responsibilities of the post
- Enact Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment
- Undergo and meet school conditions for a satisfactory enhanced DBS check
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Harrow Lodge Primary School
- Treat all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care
- Any other duties of an appropriate level and nature will also be required

Appraisal of Performance

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Participate in a competence review to determine suitability for progression and/or further development needs

This school is committed to safeguarding and promoting the welfare of children and young people. Everybody who works for the school is expected to share and promote this commitment and to have, or acquire, the relevant abilities, skills and knowledge to carry it out.



Additional Requirements

- To undertake any further tasks, which could be reasonably expected by the Headteacher
- To understand and apply school policies in relation to health, safety and welfare
- Attend relevant training and take responsibility for own development
- Attend relevant School meetings as required
- To respect confidentiality at all times