

East Park Academy
Job Description
Duties & Responsibilities of Cleaners
Responsible to Headteacher

The following job description outlines the duties and responsibilities of a cleaner at East Park Academy.

Hours

3 hours each school day (or relief cleaner casual contract)

Purpose of Job: To ensure area of school is cleaned each day to a high standard

Key Responsibilities

- To clean a specified area of the school each day as directed by the Cleaner in Charge.
- Duties will include wiping down areas, mopping, sweeping, hoovering, buffing, using scrubber dryer, dusting, cleaning windows, removing rubbish etc. (as directed by Cleaner in Charge for cleaning zone)
- To use variety of cleaning chemicals as directed by the Cleaner in Charge
- To take part regularly in training to update skills on using new chemicals and cleaning machinery
- During times when children are on holiday, the areas cleaners are working in need a thorough clean. This will include all above as well as moving furniture, hoovering all areas where furniture is covering, wiping everything down, shampooing carpets, scrubbing off hard floors with buffer.

Monitoring

Cleaning zone will be monitored weekly by the Site Supervisor and termly by the Cleaner in Charge. Feedback will be given on what is being done well and areas to improve. It is the duty of the cleaner to ensure all issues to be improved are addressed

Supporting the School

To develop positive relationships with all staff and children

To liaise, advise and consult with other members of the cleaning/ caretaking team

To attend relevant in-service training

To be aware of school procedures

To be aware of confidential issues linked to home/teacher/school work and to keep confidences appropriately

Any other tasks as directed by the Headteacher, which fall within the purview of the post.

Signatures

_____ **Cleaner**

_____ **Head Teacher**

**EAST PARK ACADEMY
PERSON SPECIFICATION
SCHOOL CLEANER**



Job Title: School Cleaner

Skills/Abilities/Knowledge

- Ability to carry out general cleaning duties as detailed in the Job Description
- Is punctual and reliable
- Ability to manage time effectively to complete tasks to a high level
- Ability to prioritise work
- Able to work with minimum supervision
- Ability to work both alone and within a team to achieve specified standards
- Be flexible to changing demands of the post
- Take pride in a job well done
- To undertake any training relevant to role
- Keep calm under pressure
- Work as part of a team
- Must be in good health

Qualifications/Experience

- Able to communicate clearly, understand and follow instructions
- Experience of undertaking general cleaning duties