



PPAT Education	
JOB DESCRIPTION	
Job Title:	Cleaner
Reports To:	Senior Cleaner / Caretaker / Site Manager
Grade:	17, scale point 2
Main Purpose of Job	
To ensure the designated area is cleaned to the appropriate specification as directed by the school and bearing in mind any Health and Safety requirements. In order to create a safe environment suitable for the education of children.	
Main Responsibilities and Duties	
• Tidy leaving furniture / rooms etc ready for use • Empty waste bins and dispose of collection bags safely • Wash, clean, polish floors using the appropriate tools, machines, cleaning agents and work schedules. • Clean surfaces in teaching, circulation, admin and other areas as directed using the required cleaning agents / tools / equipment and work schedule • Wash/Clean toilet & wash areas with appropriate tools disinfecting cleaning agents and work schedules. • Clean/Dust furniture, fixtures and fittings in a careful and thorough manner. • Carries out any other cleaning duties that school might require • Maintain the cleaning storage area in a clean tidy safe condition. • Observe the requirement of H&S / COSHH at all times • Report equipment faults to the appropriate person in the school, as soon as possible • Operate a safe working environment for people still in the building (display appropriate safety signs). • Work to strict deadlines within well-known routines. • Under the guidance of your line manager, consider priorities within the daily / weekly routines taking account of the conditions found on the day. Be flexible within work routines to ensure that the highest quality of cleaning is achieved and maintained	
Agreed that the Job Description is a fair and accurate statement of the requirements of the job:	
Job Holder:	Date:
Line Manager:	Date:

JOB SPECIFICATION		
	Essential We are looking for someone who has;	Desirable It would be great if you also have;
Professional Qualifications	A willingness to undertake training as required	
Professional Experience		- previous experience of work in a similar role - previous experience of undertaking a range of cleaning duties - an awareness of Health and safety regulation relating to cleaning materials and equipment
Professional knowledge and expertise	a commitment to being part of a positive school ethos and working effectively as a member of a team	
Personal Qualities	- reliable - good time management - good attention to detail	
References	- positive recommendation in references - satisfactory health and attendance record	