



Blackmoor Park Infant School and Kindergarten School Cleaner Job Description

POSITION: Cleaning Operative

MAIN PURPOSE OF THE JOB:

To assist in the provision of a clean, healthy and safe environment which meets specific cleaning standards.

KEY DUTIES AND RESPONSIBILITIES:

- 1 To provide a good standard of cleaning to all buildings working within health & safety guidelines and meeting current legislation.
- 2 To wear, at all times, appropriate uniforms and other PPE as supplied in accordance with health & safety legislation.
- 3 Undertake any training required to provide a safe service.
- 4 To take care of corporate assets, bringing any defects to the attention of the line manager.
- 5 Responsibility for completion of personal timesheet ensuring it arrives timely into the office on a monthly basis.
- 6 Ensure good housekeeping, keeping cleaning stores clean and tidy ensuring implements stored correctly.
- 7 To be vigilant and report any potential risks within your work area to your line manager preventing unnecessary incidents.
- 8 Cleaning tasks may include any of the following for which training will be given: vacuuming, mopping, damp wiping, toilet/urinal cleaning, wall washing, carpet cleaning, stripping and polishing floors.
- 9 Follow audit requirements, Sign in using Inventory time recording system, increase productivity by arriving into the work area on time and leaving after fulfilling the contractual hours.
- 10 Work as part of a team appreciating and supporting the role of other people in the team.
- 11 Undertake personal development through training and other learning activities as required
- 12 Attend and participate in meetings as required
- 13 Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- 12 Undertake any other duties and responsibilities as may be assigned from time to time by the cleaning supervisors and Headteacher which are commensurate with the grade of the job.