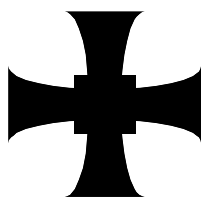


# Trinity School, Carlisle



## Job description

### Cleaner

#### **Job Purpose**

Under the direction and instruction of senior staff: provide a clean and hygienic school environment which meets specified cleaning standards

#### **Main Responsibilities**

##### **Cleaning**

- Clean all surfaces, fixtures and fittings
- Clean floors, walls, partitions and internal woodwork as appropriate
- Clean toilets, changing rooms and other sanitary areas
- Clean equipment after use
- Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises
- Ability to use large cleaning equipment e.g. buffers

##### **Waste**

- Collect and bag up waste
- Clean and maintain waste bins

##### **Resources**

- Ensure the maintenance of a clean and orderly working environment
- Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping if required
- Refill and replace consumables
- Report faulty equipment & other maintenance requirements to appropriate person
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate

## **Organisation**

- Maintain and arrange orderly and secure storage of supplies
- Ensure cleanliness of equipment, check for quality and safety - reporting any faults to an appropriate senior person
- Operate everyday equipment in accordance with instructions
- Maintain specialist equipment, check for quality and safety and report damage to the appropriate Person
- Ensure compliance by self and others with all health and safety policies and procedures.
- Ensure safe use by self and others of equipment and materials.
- Create and maintain a purposeful, orderly and productive working environment
- Promote and ensure the health and safety of pupils, staff and visitors
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of school users at all times