

# Job Description – School Cleaner



Please refer to the [School Caretakers, Cleaners & Canteen Staff Collective Agreement](#)

Position Title	School Cleaner
Reports to	Cleaning Supervisor
Working Relationships	All staff

**Employment Status:** Part-Time | 22.5 hours per week | Term Time Only

## **Purpose of the position**

To undertake individually or part of a team, the cleaning of designated areas to ensure they are kept in a clean and hygienic condition.

Key Responsibilities	Appraisal Indicators
Cleaning Duties	To follow the detailed schedule of cleaning duties for the designated area
General Responsibilities	Ensure adequate stock levels of cleaning products.

## **Tasks and Duties**

### **Cleaning Duties**

- Ensure areas are cleaned as per detailed schedule, to the required standard
- Work is completed in a safe, effective and acceptable manner.
- Any reasonable request for special duties are accepted and completed. Suitable training will be given where needed
- Staff are treated in a friendly, courteous manner at all times.

### **General Responsibilities**

- Any personal items found to be handed to Cleaning Supervisor.
- Any damage or maintenance required to be drawn to the Cleaning Supervisors attention.
- Ensure chemicals, cleaning materials are in stock to be able to fulfil cleaning duties.
- Maintain confidentiality and the right to privacy at all times

## **General Responsibilities**

### **Health & Safety & Wellbeing**

- Take responsibility for personal safety & wellbeing
- Contribute to a culture of teamwork, respect and collegiality amongst team
- Contribute to a safe working & learning environment
  - Practicing safe work methods
  - Proper use of safety equipment
  - Active participation to eliminate & minimise workplace risks

## **Declaration:**

Approved by:	
Date:	
Appointee:	
Date:	
Reviewed by / Date:	