

Kineton High School & Sixth Form  
Job Description : CLEANER - DRAFT

<p>Responsibilities as Cleaner</p>	<ul style="list-style-type: none"> <li>• To clean specific areas in accordance with the school's standards</li> <li>• To report any issues which may affect the safety or security of the school and its users</li> <li>• Safe and effective use and storage of cleaning equipment and materials</li> <li>• Ensuring relevant Health and Safety regulations and COSHH guidelines are followed</li> <li>• To carry out any other duties which fall within the broad spirit, scope and purpose of this job description</li> </ul> <p>Working under the guidance of the cleaning supervisor and/or caretaker:</p> <ul style="list-style-type: none"> <li>• Clean toilets, bowls, sinks and basins</li> <li>• Dust, polish, wash, tidy and vacuum specified areas of the school</li> <li>• Wash, mop, sweep floors and wash wet areas</li> <li>• Empty bins and dispose of rubbish</li> <li>• Clean inside glazing</li> <li>• Buff floors</li> <li>• Undertake routine maintenance of equipment e.g. change vacuum bags</li> <li>• Use and store equipment and materials efficiently and safely</li> <li>• Be aware of Health and Safety regulations and COSHH guidelines</li> </ul>
<p>Responsibilities as a member of staff To:</p>	<ul style="list-style-type: none"> <li>• Actively contribute to, and fulfill, staff and school responsibilities for safeguarding and promoting the welfare of children and young people</li> <li>• Work effectively with all members of the school community to promote the KHS ethos, mission and values</li> <li>• Adhere to all relevant school policies</li> <li>• Act as a role model in terms of expected standards of dress, conduct, language and punctuality</li> </ul>
<p>This job description is subject to periodic review and may be changed in accordance with the developing needs of the school, the department, the students or the post-holder, with whom any change will be discussed in detail.</p> <p>This job description should not be taken as comprehensive and exclusive of any other tasks. By negotiation and agreement between the post-holder and the Head Teacher other tasks which are relevant and reasonable for the post-holder may be allocated.</p> <p>Adults employed to work in Kineton High School are vetted for their suitability to work with children in accordance with the Keeping Children Safe in Education Policy and DfE requirements</p>	