



Mayfield Preparatory School  
*Believe it! Achieve it!*

**POST TITLE:** Cleaner

**RESPONSIBLE TO:** Site Manager, Head Teacher

**MAIN PURPOSE OF JOB**

- The efficient and effective cleaning of school.
- To ensure that the school is secure at the end of each day.

**MAIN DUTIES**

1. To ensure the cleanliness of the school premises.
2. To maintain cleaning equipment and machinery in accordance with Health and Safety requirements and Manufacturers recommendations. To ensure all equipment and machinery is in a safe condition for normal use.
3. To observe and report on the need for repairs and additional maintenance of any area of work.
4. To prepare the school for after school activities as required by the Head, e.g. parents' evenings, PTA events, Governors' meetings, etc. and return the premises to normal after the activity has finished.
5. To ensure the security and safety of the premises at all times.
6. To work as safely as possible and have regard to other members of Staff and the Public.
7. To observe and report any items of equipment or work situation which is considered to be of an unsafe nature.
8. To attend training courses as required and in accordance with the Health and Safety at Work Act.
9. To identify and make suggestions for changes or improvements in working practices, to meet changing circumstances.
10. To provide cover, if required, whenever reasonably practical for other posts within the maintenance team's responsibilities.
11. To undertake such other reasonable duties as may be required by the Head, or the Site Manager.

**CHILD PROTECTION**

1. To have due regard for safeguarding and promotion of the welfare of children and young people and to follow the child protection procedures adopted by the school.
2. Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
3. To ensure all tasks are carried out with due regard to Health and Safety
4. To adhere to the ethos of the school
5. To promote the agreed vision and aims of the school
6. To set an example of personal integrity and professionalism
7. Attendance at appropriate staff meetings and parents evenings
8. Any other duties as commensurate within the grade in order to ensure the smooth running of the school

**ENTITLEMENT**

***Induction, training and professional support***

1. To receive new staff induction training in line with the school's policy if appropriate.
2. To receive appropriate training, as applicable, for all duties which are required within this job description.
3. To receive the support of a line manager and to work as a valued part of our whole school team.

***Staff Appraisal***

1. To set objectives in line with the agreed Staff appraisal policy.
2. To agree objectives with the assigned team leader.

3. To contribute to a review of performance against the objectives set.
4. To benefit from professional development opportunities in line with identified school and professional priorities.

**ADDITIONAL REQUIREMENTS**

1. Enhanced DBS clearance required.

This job description may be subject to review in consultation with the post holder in the light of changing needs and is not, **in** any case, an exhaustive list of all job activities.