



## Farney Close School,

Bolney Court, Bolney, West Sussex, RH17 5RD

### Job Description

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**Job Title:** Cleaner  
**Reports to:** Premises Manager

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#### Main Purpose of the Job

To provide a high quality, effective cleaning service to ensure a clean and hygienic environment for pupils, staff and visitors.

#### Main Tasks

- General cleaning and dusting of furniture, fixtures and fittings.
- Polishing of furniture, cleaning internal and external glass.
- Sweeping & mopping of floors, including the use of electric buffing and scrubbing machines.
- Vacuuming carpeted areas.
- Cleaning of sanitary fittings and dealing with bodily fluids.
- Other reasonable duties of a similar level and nature to the post as requested including assisting in the laundry as and when required.

#### Continued Professional Development (CPD)

The Cleaner will:

- take responsibility for their own professional development, keeping up to date with research and developments relating to school efficiency, which may lead to improvements in the day-to-day running of the school and the site.

#### Responsibility:

The Cleaner will:

- ensure that health and safety and child protection regulations are always adhered to.
- maintain confidentiality and GDPR requirements at all times.
- manage workload effectively and complete tasks in a time efficient manner.
- adhere to the letter and spirit of all the school policies.

### **Child Protection and Safeguarding**

As a member of staff at Farney Close all employees have a responsibility for Safeguarding and must ensure that they and members of their team maintain up to date knowledge and insight into all child protection policies, guidance and relevant government legislation. All staff must follow the school Child Protection and Safeguarding Policy at all times

### **Personal Responsibility**

Due to the nature of their work, circumstances may arise which are unpredictable, and they may be required to carry out duties that are not outlined in this Job Description but are requested by the Principal. On such occasions we will strive to give them adequate notice and guidance of these duties.

### **REVIEW**

This job description will be reviewed at least once per year in line with the Cleaner's annual appraisal and may be subject to amendment or modification at any time after consultation with the post holder.

### **Confidentiality:**

During the course of the Cleaner's employment, they may have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

**This post is subject to an Enhanced DBS (with Barred List) check.**

Our school is committed to equality and promoting the welfare of children and all FCS employees and expects all staff to share this commitment.

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

06.06.2022