



# MILLFIELD

## JOB DESCRIPTION

<b>Department:</b>	Millfield
<b>Section:</b>	Facilities Cleaning
<b>Post:</b>	Cleaner
<b>Responsible to:</b>	Supervisor
<b>Job purpose:</b>	The main purpose of this role is to ensure that the defined area is clean as prescribed in the cleaning specification.

### MAIN DUTIES AND RESPONSIBILITIES

#### Quality Control

1. To ensure that all areas specified are cleaned to the prescribed standard as per the cleaning specification.
2. To ensure that all equipment is kept clean and in good working order, with all losses and electrical faults being reported to the Supervisor immediately.
3. Ensure that the correct cleaning products are used and in the correct manner.

#### Stock Control

1. Check cleaning cupboard/store for stock weekly and ensure that all products are consistently available by ordering from the Supervisor within agreed timescales.

#### Security/Key Control

1. Ensure that all areas are secured as specified and keys are returned to the designated key holders/area.

#### Health & Safety

1. Ensure that you comply with Hygiene, Health & Safety and COSHH

Regulations in order to achieve a safe working environment.

2. Adhere to School regulations, as laid down in the Staff Handbook, with regard to uniform and personal hygiene.
3. Report all accidents and health & safety hazards to ensure that the safety of staff, pupils and visitors.

Maintain a professional image by being polite, helpful and courteous at all times.

### **Additional Duties**

1. Perform any other duties as dictated by the needs of the business as and when required and through agreement with the Facilities Cleaning Manager.
2. You may be required to undertake carpet cleaning.
3. Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the School stays compliant with statutory child protection and safeguarding guidelines issued to the School by ISI and Ofsted.

☐ I understand the duties listed above.

☐ I require clarification of the duties listed above.

Signed:.....

Print Name: .....

Date:.....

Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.