

JOB DESCRIPTION

Post title: Cleaner
Grade: Band 1, Point 1 – 3
Responsible to: Headteacher/Head of School/Caretaker
Responsible for: N/A
Contracted hours: 10 hours per week

Key Tasks of the Post

- To clean designated areas of the school to the highest possible standards
- To be responsible for promoting and safeguarding the welfare of children and young people

Responsibilities

- To undertake the cleaning of designated areas of the school and in the designated time. The designated areas to be cleaned will vary according to need and will be advised by the Site Manager as appropriate.
- To use cleaning materials as instructed by the appropriate person in charge
- To operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers/ buffers

Duties

- Spot cleaning of spillages
- Wiping, polishing, dusting of designated areas
- Emptying and cleaning bins
- Cleaning toilets including sanitary fittings and surrounds
- Mopping and spray cleaning hard floor surfaces
- Straightening furniture and general tidying up of designated areas
- Replenishing supplies in toilets
- Checking and closing windows, switching off lights after work
- Report all defects/hazards must be immediately reported to Site Supervisor
- During periods when the school is closed, cleaning duties may vary throughout the school e.g. summer cleaning programme
- To work as part of a team and ensure all relevant tasks are completed in allotted time
- To undertake broadly similar duties commensurate with the level of the post as required by the appointed person and if time allows
- To adhere to all the agreed school policies
- To actively participate in any appropriate training

General

- Contribute to the overall ethos, aims and work of the trust and school

- Comply with all trust and/or school policies and procedures
- Leading/managing area of responsibility
- Attending meetings within the trust, school and external events as required;
- Be courteous to colleagues and provide a welcoming environment for visitors and callers
- Comply with any reasonable request from the trust board/CEO/HT to undertake work of a similar level to that which is not specified in this job description

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time.

Variation may also occur to the duties and responsibilities without changing the general character of the post.

The Trust Board is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and the Cleaner must ensure that the highest priority is given to following the guidance and regulations to safeguard them.