GLF Schools - Job Description

Job Title	Cleaner	Job Reference	LPPS-SC-260717
Location	Longford Park Primary School, Banbury	Travel required	No

Core purpose

To be responsible for ensuring the cleanliness of the entire building and for maintaining high and consistent standards throughout the school

Key Accountabilities

Main Duties

- Monitor corridors and pick up litter or vacuum if required
- Empty litter bins
- Remove rubbish from radiators and tops of lockers
- Remove marks from walls and surfaces as required
- Remove litter from surfaces and window ledges and clean
- Sweep and pick up litter around entrances to buildings
- Undertake prompt incident cleaning through student illness or accidents
- Sweep playground areas if glass breakages occur
- Ensure Health & Safety, quality and general procedure compliance
- Report cleaning supplier requirements and stock levels to the line manager
- Cleaning duties for parents' evenings or other events taking place within the school, as directed by the Premises Manager
- Ensure that the facilities and site are safe, tidy and secure at the end of third party use
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards
- Any other reasonable tasks as directed by the Premises Administrator, Facilities Manager or School Business Manager

Personal Responsibilities

- Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example
- Actively promoting school policies and procedures
- Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- Adhering to the School's Safeguarding Policy
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Accountability

- Premises Manager and School Business Leader
- GLF Schools expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry

out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
Safeguarding
• GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.