**Job Description**

|  |  |
| --- | --- |
| Job Title | Cleaner |
| School | Elliott Hudson College |
| Pay Scale | A1: Grade |
| Responsible to | Cleaning Supervisor/Site Manager |
| Responsible for | N/A |
| Hours of Work: | Monday to Friday - TBC  Term Time Only  Flexibility may be required in the event of the college being open out with normal hours. |

|  |  |
| --- | --- |
| **Main Purpose of Job:** | To be responsible for maintaining a high level of cleanliness throughout the college building. |

**Duties and Responsibilities**

1. Use of mechanical cleaning equipment i.e. Buffer/Wet Pickup.
2. Handling and use of cleaning materials in accordance with recommended procedures.
3. Cleaning in all kinds of areas within the school building.
4. High level cleaning, using appropriate equipment.
5. Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises.
6. Washing of walls, windows, glass.
7. Collect and dispose of waste in appropriate manner. Clean and maintain waste bins.
8. Working to the school’s operational specifications and quality assurance work schedules.
9. Be able to work as part of a team and act on instructions from senior staff.
10. To wear appropriate protective clothing including rubber gloves.
11. Attending appropriate training courses/seminars as requested.

Special Conditions of Service:

* The post is subject to the successful completion of a six month probationary period.
* There may be a need to work outside of “school hours” and off “school premises” as required by the college.
* Elliott Hudson College enforces a strict no smoking policy on the college grounds.

*Elliott Hudson College is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check (formally Criminal Records Bureau Disclosure).*

*We promote diversity and aim to establish a workforce which reflects the population of Leeds.*