

Job Outline

Cleaner

Responsible to:	Site Manager/Cleaning Supervisor
Salary:	£9.00 per hour
Full time/Part time:	Part time
Hours	20 hours per week, term time plus INSET days and 4 weeks during school holidays

Job Purpose:

To carry out cleaning in all areas of the school.

Duties of the post:

- To clean corridors and classroom floors using heavy-duty scrubber/drying machines.
- Frequency of cleaning to be undertaken as directed by Procedure Codes.
- To carry out as necessary the replacement to roller towels, renewing supply of toilet rolls and replacement of bin liners.
- To assist as necessary with the cleaning up after break-in or vandalism at the school.
- In emergency situations to assist with the clearing of snow and ice from paths and entries.
- To undertake training in the correct use of cleaning chemicals and follow Health & Safety guideline in COSHH.
- To notify the Site Manager or other site staff, of any damage to buildings and equipment or of anything you see that may be dangerous to pupils and/or staff.

General

- To carry out any other reasonable tasks as may be required by the School.
- To adopt a flexible attitude to the working hours to cover other site staff absences and during school closure periods.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.
- This job description may be amended at any time following discussion with the Headteacher and will be reviewed annually.
- The Sigma Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.