



## Job Description

Job Title: Cleaner

Responsible to: Senior Premises Officer  
Premises Manager  
Bursar

Important Functional Relationships: Teaching Staff and Pupils  
Cleaning staff, Premises Staff

Main purpose of Role: To clean designated areas of the school to a high standard as directed by the Senior Premises Officer.  
To ensure Health and Safety guidelines are being adhered to with regards to wet floors and the use of chemicals.

Main Responsibilities, duties and areas of the role

**After School Day (flexible start time from 3pm, finishing by 7.00pm)  
Area of work to be designated by Senior Premises Officer.**

This list is intended to be a guide to the main tasks involved. However, the overall requirement is to clean the designated areas of the school to a high standard.

1. Dusting and wiping of ledges and paintwork
2. Cleaning White Boards
3. Emptying Rubbish Bins
4. Cleaning classroom tables
5. Cleaning glass on doors and computer screens
6. Vacuuming all rooms, offices and classrooms
7. Mopping floors
8. Cleaning Toilets and Mopping floors
9. Replenishing hand towels and soap
10. During the school holiday periods the school undergoes a deep clean and the Senior Premises Officer will direct staff.
11. Any other cleaning work as directed by the Senior Premises Officer/  
Premises Manager of Bursar

## **Training Required (training provided)**

1. Manual Handling
2. Working at Heights
3. Working with Chemicals
4. General Health and Safety Training
5. Safeguarding Training

## **Details of Employment**

Hours:	3 hours (Monday – Friday)
Start time:	Start time 4.00pm each day, finishing at 7.00pm
Salary:	£13.15 hour
Holidays:	5 paid weeks a year to be taken during school holiday time Dates set by Senior Premises Officer <ul style="list-style-type: none"><li>• 1 week during October half-term and/or Christmas Holidays</li><li>• 1 week during Easter Holidays</li><li>• 3 weeks during Summer Holidays</li></ul> Bank Holidays are additional and are paid holiday.
Pension:	Auto Enrolment upon commencement of employment 6% by employee 8% by employer
Probation:	6 months
Notice Period:	1 month in writing

## **General requirements**

All school staff are expected to:

- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to the school's policies and the requirements laid out in the Staff Handbook.
- Undertake other reasonable duties related to the job purpose required from time to time.
- Support and contribute to the school's responsibility for safeguarding our boys.