

## JOB DESCRIPTION

1. **JOB TITLE:** Cleaner
2. **GRADE:** hourly rate
3. **RELATIONSHIPS:** The postholder:
  - 3.1 Is responsible to the Cleaning Supervisor and Site Manager
4. **MAIN DUTIES:**
  - 4.1 To share the College's Mission and communicate it effectively.
  - 4.2 To be pro-active towards education/organisational developments which are beneficial to the College.
  - 4.3 To promote actively, equality and diversity.
  - 4.4 To value and support learners to achieve their full potential.
  - 4.5 To promote the principles and practices of total quality management.
  - 4.6 To ensure pro-active and effective liaison with appropriate organisations and the wider community, to the benefit of the College.
  - 4.7 To complete duties with due regard to Health & Safety and Risk Management procedures.
  - 4.8 To ensure good communication at all levels.
  - 4.9 Undertake, individually or as part of a team, the cleaning of designated offices, classrooms and associated accommodation to ensure that they are kept in a clean and hygienic condition.
  - 4.10 To clean, wash, sweep, vacuum, emptying litterbins, polishing and dusting of designated areas (which may include toilet and associated facilities) and fixtures and fittings, using where appropriate the necessary powered equipment.
- 6 **Other Duties and responsibilities**
  - To undertake tasks as reasonably requested by the Cleaning Supervisor.
  - To take responsibility for safeguarding and promoting the welfare of all students
  - To contribute to the promotion of equality and individuality of all users of the college
  - Take responsibility for your own professional development and participate in the Huish Appraisal Scheme
- 7 **CONTACTS:**

The postholder will have a wide range of contacts with staff at all levels, college governors and external agencies.
- 8 **CONDITIONS:**

This is a part time post, 44 weeks pa  
This job description may be re-negotiated at the request of either the postholder or the Principal.  
The duties and responsibilities of the post are subject to those detailed in the Statement of Conditions of employment.