CLEANER JOB DESCRIPTION



JOB PURPOSE

To maintain a clean environment at each Federation site. To demonstrate initiative, reliability and a flexible approach in ensuring all Federation sites are well maintained.

SITE DUTIES

* To ensure that safety and cleaning is to the highest possible standard.
* To ensure that buildings and grounds are cleaned to agreed standards and specifications.
* To use appropriate materials and equipment to wipe down and clean all work surfaces and tops, walls, ledges, sills, radiators and windows.
* Where appropriate, to move books, materials or furniture that the above duties can be performed effectively.
* To use appropriate materials and equipment to clean floor surfaces including carpeted areas.
* Clean lights, shades, diffusers, when required.
* Replenish toilet requisites, checking regularly that soap and toilet tissues are available to all users.
* Deal with graffiti.
* Empty litter bins.
* Take a proactive stand to keep the sites litter free.

EMERGENCIES

* To report all incidences or situations which may be regarded as hazardous, or potentially dangerous, or which shows a defect, to line managers as soon as possible.

FEDERATION

* To familiarise yourself and comply with the Federation rules, policies and procedures in force including those contained in the Staff Handbook.
* Support the vision and ethos of the Federation.
* Uphold routines for learning and uniform.
* Set a good example in terms of smart business dress including FM garments provided, punctuality and attendance.
* Contribute to monitoring and evaluating the success of the Federation.
* To proactively respond to issues identified in the Transformation Plan to bring about sustained improvement.
* Contribute to the range of extra-curricular opportunities on offer to students.
* Any other reasonable duties as requested by the Executive Principal.
* The Federation has a dress code which must be adhered to as a condition of appointment. This includes the wearing of all provided FM garments.

SAFEGUARDING, HEALTH AND SAFETY

All staff are responsible for ensuring safeguarding, health and safety policies and procedures are enforced in line with Federation policy and current legislation.

*This job description sets out the main duties associated with the stated purpose of the post.  It is assumed that other duties of a similar nature undertaken within the role are not excluded because they are not itemised.*