



## Job Description

<b>Job Title:</b>	Day Cleaner (initially a temporary contract with potential to become a permanent)
<b>Hours of Work:</b>	Monday to Friday and 8am – 4pm (all year contract) Occasional weekend and evening hours will be required to service events
<b>Reports to:</b>	Cleaning Manager



## Principle Role

To work as part of a team to ensure the delivery of an effective, high quality cleaning service, in addition to carrying out cleaning duties daily.

### Main Duties

- Ensure that standards of cleanliness are met, and a first-class cleaning service is delivered to all areas of the site;
- Monitor material stock levels and ensure that the adequate supplies are maintained reporting any supply needs to the Cleaning Manager
- Ensuring secure storage of cleaning products and equipment, in line with COSHH requirements;
- Complying with all health and safety legislation and report any concerns to the Cleaning Manager
- Work as part of a team and support other members of the cleaning team to meet the school's high standards
- Being a key holder;
- Attending INSED and other training relevant to the role;
- Providing cover as requested for lunch time supervisor in the dining hall;
- Carrying out any other reasonable requests, in line with the broad responsibilities of the role;
- Working School event days and evenings - such as Open Days, Parents Evenings and other high-profile events

### Person Specification

The successful candidate must have:

- The physical ability and fitness to undertake the elements of the role;
- Previous experience in a cleaning environment would be advantageous
- The ability to adhere to standards and procedures;
- Good communication skills
- Enthusiasm for the role
- Flexible and positive outlook

***The successful candidate will always ensure compliance with the School's Safeguarding Policy Statement. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the School's Designated Safeguarding Lead.***

This position will be subject to an enhanced DBS check.