

ST DUNSTAN'S SCHOOL

Job Description – Cleaner

Accountable to: Supervisor/Site Manager

Salary Grade: £9.36 per hour

Job Purpose: The post holder is a member of the site management team employed at St Dunstan's School providing a cleaning service to the school site.

Key Tasks

- Responsibility for the overall cleanliness and security of the school buildings and site. Conversant with the school's security systems and be aware of the school's security policy.
- To carry out the necessary procedures in the event of fire, flood, breaking and entering, accident or major damage and report to the Supervisor/Site Manager.
- To work with other members of the site team to assist in the day to day running of the school in a safe and positive way, keeping it clean, safe and to a standard expected by the school management and governors.
- Undertake the cleaning of the school as instructed to ensure a clean and hygienic environment.
- Ensure that refuse is deposited in the appropriate containers ready for disposal.
- Assist the Supervisor/Site Manager in ensuring that adequate supplies of maintenance and cleaning materials are maintained.
- Respond as necessary to any spillages or blockages that may occur.
- Cover for absent colleagues as directed by the Supervisor/Site Manager.

Contacts

- Contact with all members of the site management team
- Contact with staff, including Teachers and Senior Management

Additional Information

- Training will be provided on a variety of techniques if necessary.
- Tools and equipment and protective clothing as appropriate will be provided.
- Supervision received: General supervision received from the Supervisor and Site Manager. However, the post holder will be required to work for long periods of time unsupervised and exercise his/her initiative when necessary.
- No paid holiday leave can be taken during term time or the deep clean holiday period.
- All posts are subject to DBS enhanced clearance, satisfactory references and medical clearance.
- When you join St Dunstan's School, there will be an initial six month period when your performance and capabilities are assessed. There will also be reviews of progress and performance during this initial period of service.
- Notice requirements vary but the minimum requirement is one month, in writing, by either side after the probationary period has been completed.
- St Dunstan's School is a non-smoking organisation.
- New employees are automatically admitted to the Local Government Pension Scheme unless individuals make a decision to opt out.

- The school recognises your right to belong, or not, to a trade union.

The post holder will:

- Comply with the requirements of the Data protection Act and maintain strict confidentiality
- Further develop her/his knowledge, skills and experience whilst in post

Safeguarding and promoting the welfare of children

St Dunstan's School is committed to safeguarding and promoting the welfare of children in the school. We expect all staff at the school, including teaching, support, temporary, casual, supply and volunteers to share this commitment.

All staff involved with children (teaching and non-teaching) have a responsibility to be mindful of issues related to children's safety and welfare and a duty to report and refer any concerns.

This post is subject to enhanced clearance by the Disclosure and Barring Service.

This job description is current at the date shown, but in consultation may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

Post Holder

Name: _____

Signature: _____

Date: _____

Line Manager

Name: _____

Signature: _____

Date: _____