

Job Description

Cleaner

Responsible to: Site Manager
Salary Grade: Scale 1, Point 2
Full time/Part time: Part time 30 hours per week/39 weeks per year (term time, plus non-pupil days)

Job Purpose

To undertake cleaning within the school according to Procedure Codes using a variety of methods including machinery and adhering to safety regulations.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

- Cleaning down dining area after service finishes, washing tables, stools and floors to Food Standard Agency requirements, emptying bins
- To carry out cleaning in any area of the school, to the required standard
- Frequency of cleaning to be undertaken as directed by procedure codes.
- Assisting with the locking and unlocking of school buildings and rooms and unlocking gates for deliveries and escorting drivers on and off site.
- To keep stock levels replenished in the main cleaners cupboard. Notify management of low stock. Collection and delivery of cleaning supplies to the site office for cleaners stock requests.
- Use the washing machine to clean used microfiber cloths and mops and put them out to dry and back into circulation when dried.
- To assist as necessary with the cleaning up after break-in or vandalism at the school.
- In emergency situations to assist with the clearing of snow and ice from paths and entries.
- To undertake training in the correct use of cleaning equipment such as floor machines, vacuums and wet pick-ups. Follow health and safety guidelines and the safe use of cleaning chemicals COSHH.
- To empty interior and exterior bins as directed or as part of a weekly schedule.
- Sweeping outside areas, edges and curbs.
- Respond to radio calls for spillages or cleaning emergencies.
- Assist Site Assistants, ASM, with other necessary site duties if required.

- To notify the ASM/SM or other Senior member of staff, of any damage to buildings and equipment or of anything you see that may be dangerous to pupils and/or staff.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.

Such other duties relating to the cleanliness of the school premises as may be necessary from time to time within the reasonable requirements of the Executive Head Teacher/Head of School.

General

- To carry out any other reasonable tasks as may be required by the school.
- To adopt a flexible attitude to the working hours to cover other site staff absences and during school closure periods.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the Trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.