

Job Description

Cleaner

Job Purpose

- To provide a high standard of hygiene and cleanliness throughout the Education sites as per a cleaning schedule
- Perform a variety of regular and one-off cleaning tasks and duties as directed by their supervisor/line manager.

Responsible to

Facilities and Transport Manager

Main Responsibilities

- To provide cleaning services under instruction.
- To ensure that all cleaning is carried out effectively and efficiently and adhering to school standards.
- To attend to cleaning needs, including the cleaning of spillage and sickness.
- To be responsible for emptying vacuum cleaners and buffer vacuum bags as appropriate. Cleaning and checking all equipment that has been used. Checking cables for wear and tear and storing away in a suitable safe area. Notifying supervisor of any faults found.
- Replenishing supplies of toiletries, plastic bags etc, as directed.
- To report any Health and Safety hazards.
- To be responsible for locking and unlocking windows and doors.
- To follow guidance on all Health and Safety for cleaning services.
- To adhere to all school procedures and policies that affect you and your duties.
- To comply with all relevant legislation and school's Health and Safety policy.
- To ensure the safety of pupils and employees at all times.
- To adhere at all times to Safeguarding and child Protection regulations.
- To be aware and adhere at all times to the school code of conduct and confidentiality.
- As an Employee of Bournemouth Collegiate School you will be required to provide support and cover across all sites as and when required.

Curiosity

Commitment

Creativity

Community

Key Skills

- The job holder must ensure that work is undertaken in a way that minimises any disruption to the school.
- The job holder must be fit for the physical nature of the job.
- The job holder must ensure a high standard of cleanliness during and after the execution of all works.

ADDITIONAL INFORMATION

The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed. It is not necessarily a comprehensive definition of the post, as it may include other duties necessary to ensure the smooth running of the School as directed by the Principal.

The post holder may also be required to carry out other duties from time to time as deemed as a reasonable request.

The job description may be reviewed and may be subject to modification or amendment after consultation with the post holder.

Signed:

Date:

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Post Holders name:

Signed:

Date:

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Principal: Maria Coulter

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