

CLEANER

Job description

Post title : Cleaner

Grade : Scale 1A point 4 - 6

Responsible to : Senior Site Officer

PURPOSE OF THE JOB:

To provide the full range of cleaning services required by the school, become an integral part of the team providing and creating safe, clean and tidy areas for students and staff.

CORE DUTIES:

1. Cleaning duties

Cleaning duties in accordance with the needs of the school and based around the allocated area or as allocated by the Senior Site Officer and these must be performed in accordance with the school cleaning specification.

Cleaning will include classrooms, specialist rooms, offices, corridors and toilets

Liaise with Senior Site Officer and other staff using the areas to ensure the daily cleaning of each room occurs at times to coincide with the usage and needs of the school.

Monitor overall cleanliness of all rooms in the area and liaise with Senior Site Officer with any concerns

Emptying of internal litter baskets or bins

2. Maintenance of Building and Equipment

Ensuring all cleaning equipment is in safe and proper working condition – report any concerns or faults immediately to Senior Site Officer.

Drawing the attention of the Senior Site Officer, to any repairs or maintenance work which is beyond the cleaner's competence and responsibility.

The cleaner's activities are limited to situations where safe access can be obtained.

Identify health and safety concerns and feed these back to relevant person

3. General Duties

Provide the services required by the school including:

Community use cleaning and (where applicable) cleaning up after these activities, within the normal working week.

Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage.

Emergency cleaning in the absence of cleaning staff during normal session time (including the lunch break) e.g. spillage of paint, children being sick etc.

Attend appropriate training as provided by the school

Carrying out the reasonable instructions of the Senior Site Officer, within the terms of the job description.

Any other duties in accordance with the grading of the post.

The job description is subject to review and may be changed following consultation with the post holder. It is expected that the post holder will attend appropriate and relevant training courses which will enhance the performance of the post holder as required by the College, at the College's expense.

The post holder will have a shared responsibility for the safe guarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people. Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the school's financial regulations. This will involve complete monthly monitoring reports and where necessary liaison with the Business & Resources Manager.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the DBS.