



JOB DESCRIPTION

POST TITLE: Relief Cleaner

SALARY: NJC Scale 1, Point 10 (living wage payable at £8.45 per hour)

HOURS: No guaranteed hours for relief but when asked to work would be in term time 3.00pm to 6.00pm/7pm Monday to Friday

RESPONSIBLE TO: The holder of this post is responsible to the Site Manager.

DUTIES AND RESPONSIBILITIES:

A combination of the tasks below will make up a typical daily round:-

- To clean a variety of floor surfaces using the appropriate manual and electrical appliances.
- To remove debris such as chewing gum before commencing the cleaning process.
- To wet wipe and dry wipe surfaces as required.
- To clean toilets, washbasins and showers.
- To empty office and classroom litter bins and take to the waste collection point.
- To clean glass in doorways and partitions.
- To move classroom and office furniture as required in order to undertake the cleaning task.
- To leave the rooms ready for next day use.
- To clean marks from corridor walls.
- To shampoo carpets (when time allows).
- To carry out any other reasonable request from the Headteacher, Leadership Group or Line Manager in line with their pay grade.

METHODS OF WORKING:

The post holder will be expected to:

1. Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's performance management and supervision arrangements.
2. Undertake any necessary training associated with the duties of the post.
3. Maintain confidentiality at all times and to observe Data Protection Guidelines.
4. Understand and comply with the school's equal opportunities and other policies.
5. Comply with all health and safety policy and legislation in the performance of their duties and responsibilities.