

CLEANER

JOB DESCRIPTION

- Responsible to:** The Site Manager
- Relationships:**
1. Cleaning Supervisor
 2. Site Manager and Assistant Site Manager
 3. The Business Manager
 4. The Headteacher
 5. Staff and students
- Hours:** 15 hours per week, 2.30pm to 5.30pm
- Salary:** Support Staff Scale 1. Currently in range £7.50 to £7.91 per hour
£488.84 to £515.73 per month
- Holidays:** 5 weeks per annum.
- Confidentiality:** It is important that all information on staff, pupils and parents remains absolutely confidential

Person Specification:

Essential	Desirable
Able to carry out general cleaning duties as detailed below.	Previous experience of cleaning in an educational or commercial context
A willingness to develop appropriate skills and knowledge as part of a training programme	Understanding of Health and Safety requirement relating to cleaning
Able to comply with instructions relating to security and confidentiality	Other practical skills to assist the Site Team in the maintenance of the school premises
Able to observe and comply with Health and Safety requirements for cleaning staff, particularly in relation to the use of cleaning materials, electrical equipment and occasional use of stepladders	
Punctual and reliable	
Able to work with minimum supervision	
Able to work both alone and within a team to achieve specified standards	
Able to manage time effectively to complete tasks to a high level	
Able to communicate clearly, understand and follow instructions	

Duties:

1. Cleaning of toilets across the school site as directed by the Site Manager or his Assistant.
2. Some cleaning of other areas as directed by the Site Manager or his Assistant, to include
 - Sweeping
 - Dusting
 - Spot cleaning of spillages
 - Wiping furniture, ledges, pipes, paintwork, doors
 - Mopping floors
 - Emptying and cleaning bins

- Use of vacuum cleaners
 - Replenishing janitorial supplies in toilets etc
 - Checking and closing windows, switching off lights
3. This post may involve occasional use of stepladders with due regard to the health and safety of both the employee and others
 4. Observing and reporting any damage that has occurred in toilets, classrooms and other areas on a daily basis.
 5. Occasionally assisting other Site Staff as directed by the Site Manager.

This document outlines the duties required for the time being of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.