



## Cleaner

### JOB DESCRIPTION

**Hours:** 10 hours per week, term time and plus 4 weeks during school holidays.

**Start date:** ASAP

**Salary:** £24,351 (Full Time Equivalent) £6,285 Pro Rata

**Responsible to:** Site Manager, School Business Manager and Headteacher

**Line Manager:** Site Manager and School Business Manager

**Purpose:** To maintain a high standard of cleanliness within classrooms, corridors, offices, toilets.

### Main Duties

- Emptying waste bins or similar receptacles, transporting waste materials to designed collection points.
- Sweeping floors with brushes or dust control mops.
- Mopping floors with wet or damp mops.
- Suction cleaning carpeted areas and spot cleaning carpets.
- Using electrically powered scrubbing/polishing machines to burnish, scrub, polish and spray clean floors (after receiving proper instruction and training).
- Using electrically powered pick up machines.
- To dust, damp wipe, wash or polish furniture, ledges, windowsills, external surfaces of: - cupboards, radiators, shelves and fitments.
- To replenish consumable items, (soap, toilet rolls, paper towels) if required within the contract.
- To clean toilets, urinals, hand basins, and sinks and drinking fountains.
- To use such chemical agents as directed by the supervising officer in discharge of cleaning operations or maintenance procedures (after receiving proper instruction and training).
- To undertake wall washing or inside windowpane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes.

### Duties and Responsibility – General

To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.

To comply with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.

To carry out the duties and responsibilities of the post in compliance with the equal opportunities policies.

To maintain confidentiality and observe data protection and associated guidelines where appropriate.

To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a growing school which requires flexibility in all of its employees.

The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The post will be dependent on a satisfactory Disclosure & Barring Service (DBS) record check and acceptable references.