



## Job Description

<b>Role:</b>	Cleaner
<b>Grade:</b>	NJC Grade 2 Point 2
<b>Rate of Pay:</b>	£11.59 per hour (£7,061 per annum)
<b>Hours:</b>	12.5 hrs/wk (38 wks term time plus 4 wks in summer holidays)
<b>Start Date:</b>	April 2024
<b>Responsible to:</b>	Site Manager / Site Supervisor

### Job purpose:

Under the direction and instruction of the Site Manager/Site Supervisor, to undertake the cleaning of the designated areas within the School premises to ensure that they are kept in a clean and hygienic condition, to the agreed quality standards.

### Cleaning

- Cleaning including deep cleaning during the school holidays
- Sweeping, vacuum cleaning and mopping of floors
- Emptying litter bins
- Polishing and dusting of surfaces and fixtures and fittings
- Cleaning of changing rooms, toilets and shower facilities, including replenishment of paper towels, toilet rolls and other disposables
- Using appropriate powered equipment e.g. floor buffer
- To notify line management or other Senior member of staff, of any damage to buildings and equipment or anything you see that may be dangerous to pupils or staff
- To inform Site Manager/Site Supervisor of matters requiring attention e.g. light bulb replacement, blocked toilets etc
- To inform Site Manager/Site Supervisor when there is low stock of cleaning materials and other disposables
- To undertake training in the correct use of cleaning equipment as appropriate
- Additional cleaning for one-off occasions i.e. Open Evenings, Visits etc.

**Headteacher: Mr Tim Iddon**

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## General

- At all times to carry out the duties in accordance with school-based policies and Health & Safety procedures
- To participate in the School's appraisal scheme where appropriate
- The duties may be varied by the Principal and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

## Note

In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

### **Essential Criteria:**

Ability to work as part of a team

Flexible attitude to work

Good interpersonal skills

Positive approach to customer care and service delivery

Commitment to undertaking relevant training and development

Commitment to safeguarding and protecting the welfare of children and young people

Commitment to equality and diversity

Commitment to health and safety

Willingness to work occasionally outside of contracted hours (e.g. Parents evenings, lettings etc)

### **Desirable Criteria:**

Experience of working as a cleaner

Experience of using powered equipment (e.g floor buffer)

Ability to work in an organised and methodical way

Awareness of Health & Safety issues

Awareness of CoSHH