JOB DESCRIPTION

**Post Title: Cleaner**

**Reporting to: Site Lead**

**Scale: Scale 1**

**Hours: 15 hours per week**

**15:30 – 18:30 Monday to Friday**

**Term Time Only + Bank Hours**

**Disclosure Level: Enhanced**

**Contract: Permanent**

**Main Purposes of Role:**

1. To provide a clean and pleasant environment in order to facilitate the effective use of the school by those staff and pupils who occupy it.
2. To maintain cleanliness in order to prevent any health risks from occurring.

**Duties and Responsibilities**

1. To clean specified areas of the school to the required standard, as instructed:

* Washing floors, surfaces, fixtures and fittings and walls up to a safe height (i.e. that can be reached without standing on steps, chairs etc.);
* Cleaning inside windows up to a safe height (i.e. that can be reached without standing on steps, chairs etc.);
* Sweeping and vacuuming floors;
* Polishing and dusting surfaces and furniture;
* Cleaning toilets and shower areas;
* Using and storing safely cleaning materials as appropriate, in accordance with their instructions.
* To launder dusters, tea towels etc., if required.

1. To empty bins and remove rubbish from the premises.
2. To report any damage to school property or other relevant matters to the Site Manager
3. To use powered cleaning equipment as directed and in accordance with training.
4. To undertake relevant seasonal work as instructed by the Site Manager.

**Support for the School**

* Comply with health and safety policies and procedures at all times
* Promote and ensure the health and safety of students, staff and visitors at all times
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Ensure health and safety policies and procedures are complied with at all times
* Treat all users of the school with courtesy and consideration
* Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities.

**Other Duties:**

1. To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
2. To undertake health and safety duties commensurate with the post and/or as detailed in the School’s Health and Safety Policy.
3. To participate in the School’s emergency response arrangements as directed by the designated officer.

**Contacts:**

In all contacts the post holder will be required to present a good image of the School as well as maintaining constructive relationships.

Internal: Teaching Staff

Support Staff

Students

**Notes :**

1. The Trust reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
2. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust’s Equal Opportunities Policy.
3. All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.
4. All duties and responsibilities must be carried out with due regard to the Trust’s Health and Safety Policy.
5. Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.

**Signed :……………………………………………………..Dated: ……………………………………………**