

Job Description

Job Title: Cleaner – Lower School

Responsible to: Cleaning Supervisor and the Estates Manager

This is a part-time position, and includes 5 weeks holiday and all bank holidays. Holidays should be taken during the school holiday period, to be arranged in advance with the Cleaning Supervisor and the Estates Manager. Normal working hours will be 3.30pm to 6.00pm, Monday to Friday, working for 52 weeks each year.

The school expects a certain degree of flexible working arrangements. Additional hours worked will be paid at your normal hourly rate of pay.

Objectives of the post:

- To assist in the delivery of the school cleaning service;
- To help ensure that the School's buildings and equipment are maintained to a high standard of cleanliness;
- To undertake general cleaning tasks of designated areas as instructed by your supervisor;

Key areas of responsibility:

Security

1. To lock windows and doors when leaving a room or area, as instructed by the Estates team;
2. To observe Health and Safety regulations.

Cleaning:

1. Promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact and adhering to and ensuring compliance with the school's Child Protection Policy at all times attending training as required;
2. To attend all training courses and meetings as required;
1. To undertake a range of cleaning tasks required to ensure that the premises are cleaned to a high standard so as to give a smart and professional impression. This will include the use of cleaning chemicals, cleaning equipment and machines when trained to do so.
2. To promptly report faults in relation to cleaning machinery/equipment or building defects to the Cleaning Supervisor;
3. To follow the company standard of personal hygiene and appearance, wearing provided Personal Protective Equipment (PPE) and School identification and lanyard at all times;
4. To follow all Health and Safety Procedures and COSHH regulations;

These responsibilities may be subject to review from time to time and amended after discussion to reflect changing circumstances. This job description is intended to give the post holder an appreciation of the role envisaged and the range of duties and responsibilities to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals. The post holder will be required at all times to perform any other reasonable task, as requested by the Line Manager in order to meet the operational needs of the school.