

Job Description

Position Title	Cleaner: Premises		
Employer	Chulmleigh Academy Trust		
Main Location	Chulmleigh Community College		
Reporting to	The Nightshift Supervisor		
Position Number(s)	979 Premises		
Grade	A		
Effective date of JD	April 2013	JE Job Number	979

Job Purpose including main duties and responsibilities:

PURPOSE OF ROLE

Assisting in providing a clean and pleasant environment for staff, students and users of the College.

KEY TASKS

This is the outline of the range of tasks that will be required to ensure the smooth cleaning of the College.

1. To clean areas, both internally and externally, as may be allocated daily by the Nightshift Supervisor or other designated officer, to a prescribed high standard.
2. To report all defects, damage or vandalism to the Nightshift Supervisor or other designated officer.
3. To notify Nightshift Supervisor or other designated officer of any work not finished and record reason.
4. Movement and arrangement of furniture, equipment and the portorage of goods.
5. To open and secure areas as required, locking and unlocking.
6. To work within daily defined hours which may be varied during College holiday periods or by advance notice.
7. To report immediately any emergency to the line manager, Nightshift Supervisor, or other suitable person.
8. To assist users of the College when required, promoting an attitude of caring and friendliness.
9. Completion of all forms, reports and returns as requested by the Nightshift Supervisor or other designated officer.
10. Undergo any training as considered necessary by the Estates Manager.

11. Carry out all cleaning in accordance with the Health and Safety at Work Act and any other relevant legislation.
12. To be available for the servicing of lettings, as required, whenever staff are not normally present on site.
13. To carry out any other tasks, from time to time, as deemed necessary by the Nightshift Supervisor or line manager.

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required

The list of tasks is indicative not definitive.

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

Location

The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.

Date:

Signatures: Manager..... Post holder.....