JOB DESCRIPTION

Name:

Job Title: Cleaner

Salary Scale: NJC

Point: 3 £25,614 Full Time Equivalent

Additional Payments: N/A

Permanent Contract Starting on: To be agreed

Contractual hours: 15 hours per week

Hours to be worked: As agreed and directed by Estates Manager - Monday to Friday 2.30pm - 5.30pm

Lunch break: N/A

* Please note that the Estates Manager will produce an alternative shift rota to cover school holidays, annual staff holidays, sickness absence or special events as and when required. Flexibility around working hours will be expected.

Purpose of Job: To carry out general cleaning duties.

Principal Duties:

- To carry out the general cleaning of classrooms, stairs, corridors, offices, toilets and changing facilities throughout the site as directed.
- To work as part of the school's cleaning team and have due regard to maintaining the school buildings in a fit and proper state.
- After cleaning a room, to ensure that before leaving that lights are turned off, windows are closed and the door is securely locked if necessary. (If assistance is needed in closing windows or securing rooms then a member of the Site Team should be sought).
- To report to the Site Team, or Estates Manager in their absence, any damage/vandalism noted or repairs that are required on a daily basis e.g. broken light fittings.
- To report any faults in relation to equipment to the Site Team or Estates Manager in their absence, on a daily basis.
- The operation of mechanical cleaning equipment when necessary.
- The collection and safe removal of refuse.

- The safe use of cleaning chemicals and their storage. Ensuring that strict control is observed in materials used and the correct dilution ratios adhered to.

- To be aware of the security of the site and report any suspicious incidents or observations to the Estates Manager/Site Team or Senior Leadership Team.

- Ensure that the area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Health & Safety Policy.If you have any concerns regarding Health and Safety, report it immediately to the Estates Manager/Site Team or SLT.

- Any other reasonable duties as requested by your Line Manager, Headteacher or member of the Senior Leadership Team that is not specified in this job description.

Other Conditions of Service

- A staff uniform is provided which should be worn at all times including safety shoes/boots.The appropriate Personal Protective Equipment(PPE) must be worn when directed.
- If requested to do so, the post holder may be required to carry a portable 2 way radio so that radio contact can be made.
- To have read, understood and work within school policies and procedures and be aware of legislation relevant to personal role and responsibility in the school.
- To participate in training as required,both online and face to face
- To be an effective role model for the standards of behaviour expected of learners.
- To have due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.
- Work collaboratively to ensure cover during school holiday periods.
- All staff must be willing to undertake First Aid Training (First Aid at Work) if required.
- All staff must be willing to undertake Fire Warden Training if required.

Responsible to: Estates Manager, Assistant Headteacher and Senior Leadership Team

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.

- The job description is current at the date of issue, but following consultation, may be changed by management to reflect changes in the job which are commensurate with the salary and job title.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

Signed
(Employee)…….. Date……..……