

# JOB DESCRIPTION



**JOB TITLE:** Cleaner  
**LINE MANAGER:** Estates Manager

## **PURPOSE OF THE JOB**

- To be responsible for the day-to-day cleaning of specific areas within the college.

## **RESPONSIBILITIES**

- Ensure the cleanliness and hygiene of designated areas of the site.
- Clean, stock and supply designated areas (dusting, sweeping, vacuuming, mopping, etc)
- Perform and document routine inspection and maintenance activities
- Carry out deep cleaning tasks and special projects
- Notify management of occurring deficiencies or needs for repair
- Stock and maintain supply rooms
- Follow all Health and safety regulations

## **GENERAL RESPONSIBILITIES**

- To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.
- To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.
- To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.
- To comply with all other College policies and procedures.
- To undertake continuing professional development.
- To undertake any other duties commensurate with this post as the Estates Manager or Principal may from time to time decide.

The following information is provided to assist Support Staff to understand and appreciate the work content of their post and the role they are to play in the Multi-Academy Trust (MAT). However, the following points should be noted:

- The postholder will be required to carry out their duties in accordance with the Conditions of Service Handbook.
- It must be recognised that this job description may change as the circumstances of the MAT change. Regular reviews will take place following consultation with the post holder as part of the annual appraisal process.
- The post holder is expected to respect any information that come into their possession or exists in their environment relating to students, colleagues and other individuals. This requires following good practice and guidance on confidentiality.

- The post holder has a duty to maintain the safety and welfare of the students and within the scope of their post must ensure all organisational policies and procedures on safeguarding are implemented.
- The post holder has a duty to report any concerns or incidents regarding student welfare promptly in accordance with College procedure and their training.
- The post holder will need to recognise they work in a College environment, which will occasionally require them to support student related activity.
- Should there be a disagreement about the conditions of service, personnel have the right of appeal under the MAT grievance procedures.

## PERSON SPECIFICATION

**JOB TITLE:** Cleaner

**LINE MANAGER:** Estates Manager

- Proven working experience as a Cleaner
- Ability to handle equipment
- Knowledge of cleaning chemicals and supplies
- Familiarity with Care of Substances Hazardous to Health (CoSHH) data sheets
- Reliable
- Happy to work as part of a team and independently