



<b>Job Description:</b>	Cleaner
<b>Location:</b>	John Clifford School
<b>Salary Range:</b>	Grade 1 (PLUS Living Wage Allowance)
<b>Contracted hours:</b>	12.5 hours, 3.30pm to 6.00pm

### **GENERAL INFORMATION**

The following information is provided to assist staff joining the Trust to understand and appreciate the work, content of the post and the role they are to play in the organization. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

Under the direction and instruction of the Site Manager, to undertake cleaning duties to provide a clean and hygienic school environment, to the agreed quality standards.

### **KEY RESPONSIBILITIES**

To carry out the full range of cleaning duties, including, but not limited to:

- Cleaning, washing, sweeping, mopping, dusting and vacuum cleaning of designated areas to the required standards
- Emptying litter bins and removing waste to designated areas.
- Cleaning of toilets to the required standard where allocated
- Spray cleaning, scrubbing floors and re-sealing with polish.
- Using powered equipment where necessary (scrubbing machines, wet pick-up machines, vacuum cleaners)
- Cleaning of working surfaces and other furniture as directed.
- Clearing up after flooding and/or any other emergency cleaning.
- Where required assist with the cleaning of internal glass and windows and any other areas deemed as necessary
- Effective and efficient on-site liaison with Cleaning Manager/Site Manager to provide excellent standards of customer care

### **GENERAL**

- To co-operate with all colleagues, parents, carers and the community
- Safeguard the Health and Safety of self and others in accordance with the Trust's Health and Safety Policy
- Co-operate with the employer on all issues connected to Health, Safety, and Welfare
- Undertake any training as identified by the Cleaning Manager/Site Manager
- Attend safeguarding training as required by the school and maintain knowledge and understanding of the responsibility for safeguarding children in school

### **Education and Knowledge**

- Good literacy and numeracy skills gained from general education or equivalent experience necessary to undertake a range of duties.
- Knowledge of procedures to undertake cleaning duties, and use of basic cleaning equipment,

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. The job description does not form part of the contract of employment.