



JOB DESCRIPTION

Staploe Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title:	Cleaner
Reports to:	Site Officer / Facilities Manager
Main Location:	Soham Village College
Salary:	£9.25 per hour
Hours of work:	10 hours per week (2 hours per day, Monday to Friday), term time plus 10 days

Job Purpose:

The school cleaner is required to carry out, under reasonable direction, the appropriate duties in the case of the buildings and teaching environment, in matters of safety, cleanliness and comfort conducive to the working needs of students, staff and visitors.

Main duties and responsibilities:

- The post holder will be required to demonstrate a continual positive commitment to the Trust's policies including those relating to safeguarding children, health & safety, and equal opportunities. You will be committed to safeguarding and promoting the welfare of young people, a responsibility we expect all our staff to share

Tasks

- To include cleaning the inside windows and all internal glass
- Emptying of waste bins in classrooms
- Taking full refuse sacks to designated areas
- Removal of body fluids from wall tiles and wash hand basins
- The cleaning task will include polishing, top dressing floors, scrubbing, burnishing, vacuuming, shampooing, dusting, mopping and sweeping

Tasks carried out to:

- Floors, toilets, sinks, windows, doors, walls. Radiators, cooker tops, cupboards, skirting boards, door frames, desks, chairs and computers. This list is an example and should not be taken as complete



Machinery

- The cleanliness of all tools and machinery are the responsibility of the persons using them, audits will be carried out to ensure that all the above are in place

Training

- Training will be given in all aspects of the job including the operation of machinery and the safe and economical use of cleaning materials to ensure that work is carried out in a safe and efficient manner

Working Practices

- To know evacuation procedures in the event of emergencies
- To perform other cleaning tasks requested by the Site Officer within the expertise of the post holder
- The post holder must at all times take pride in the school and their own general appearance
- Other duties and responsibilities express and implied which arise from the nature and character of the role and are commensurate with the grade of the post
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- This job description is not necessarily a comprehensive definition of the post

The job description will be reviewed after one term and then annually.