



Job Title: Cleaner

Grade: A

Responsible to: Caretaker
Facilities Manager
School Operations Lead
Headteacher

Hours/Weeks: 10 hours per week
Term time plus 3 weeks (41 weeks)

Key Purpose of the role

To provide an appropriate level of cleanliness for uses of the premises, whilst being aware of the security needs of the site.

Key Responsibilities:

- To clean such part of the premises, as allocated by the caretaker, to ensure that they are kept in a clean and hygienic condition ready for use.
- Duties will include cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas, which may include toilets, shower areas, fixtures and fittings, using where appropriate, powered equipment. External cleaning duties in playgrounds, paths and drains.
- To complete a thorough deep clean during half terms.
- To follow Health and Safety guidelines, report faulty machinery and equipment.
- To attend training sessions when requested.
- To be aware of, and adhere to, the security needs of the premises.
- Report shortfall in stock as required to Line Managers.
- To act as emergency key holder as and when required.

General Support:

- Support the Trust's commitment to safeguarding children and promoting their welfare and wellbeing at all times.
- Contribute to the overall ethos, work, aims and objectives of the Trust.
- Participate in training, other learning activities and performance management as required.
- Attend school and Trust meetings as required.
- Treat with confidentiality any personal, private or sensitive information received.
- Work collaboratively with staff across the Trust.

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- Carry out the duties of the post with due regard to the Trust's equal opportunities policy, safeguarding, prevent, UK GDPR / data protection, finance, performance management and health and safety procedures and other staff policies and procedures.
- All employees must follow the Trust's Staff Code of Conduct at all times.
- This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect the changing needs and circumstances. The job holder is expected to comply with any reasonable requests.

Signed: _____
Employee

Date: _____

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