



Cleaner

Salary range: Grade 4

Line manager: Cleaning supervisor

Core purpose

To develop everyone's potential academically, socially, morally, spiritually and emotionally in a stimulating and challenging environment in order to educate students who can think independently, behave responsibly and continue to learn successfully.

To support the development of the college through effective teamwork at all levels and through wholehearted and effective support of the college's key principles: to achieve excellence in learning, to create a sustainable learning community, to ensure integrity and innovation in what we do, to promote respect for all, and to promote opportunities for all.

Job purpose

To ensure that a high level of cleanliness is maintained throughout the college on a daily basis so that it is a comfortable, clean, safe and well maintained environment in which to work or otherwise use the college facilities.

Main duties and responsibilities

- To carry out cleaning duties as required including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners
- To move furniture and other items of equipment as necessary to allow for the effective performance of cleaning duties
- To use electrical and mechanical equipment, floor polishers etc. when necessary and after appropriate training
- To use stepladders when necessary and with due regard to the health and safety of themselves or others
- To use approved cleaning materials in accordance with manufacturers' printed instructions and COSHH regulations. (Chemicals should NEVER be mixed with other chemicals and all decanted chemicals must be clearly labelled)
- To be responsible for the care of all cleaning equipment and materials assigned to them
- Where practicable to ensure windows and doors are closed and locked when leaving rooms
- To report any defects seen which are likely to affect security/safety i.e. broken windows, window catches etc. to premises staff
- To be aware of their responsibilities for the health and safety of themselves and others
- To wear any protective clothing provided. In addition, shoes which are suitable for the work being carried out must be worn (e.g. slippers and flip flops are not acceptable as they may create a health and safety risk.)
- To carry out any other tasks and duties as required by the cleaning supervisor appropriate to the grading of the post
- To be prepared to undertake professional development and training

As a member of their team and of the college staff:

- To contribute to the overall priorities of the college, in particular to improve outcomes for students.
- To ensure that all young people are safeguarded from harm.
- To support the development of an effective team ethos that fosters personal, team and whole college development, including participating in formal and informal coaching and mentoring with colleagues.
- To work effectively with other college staff, with partner primary, secondary and special schools and with outside agencies.
- To monitor, evaluate, review and report on her/his own work and appropriate aspects of the team.
- To work at all times in accordance with college priorities and principles and the relevant statutory and regulatory requirements.

To undertake any other responsibility reasonably requested by the principal.

Considerations

- a. The nature of the work may involve the post holder carrying out work outside of normal working hours.
- b. The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- c. This post is subject to a check being carried out at an enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.
- d. This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.



Cleaner

QUALIFICATIONS AND EXPERIENCE	
Essential	Desirable
<ul style="list-style-type: none">– Good general level of education	<ul style="list-style-type: none">– Experience of cleaning in a commercial/school environment.
KNOWLEDGE AND SKILLS	
Essential	Desirable
<ul style="list-style-type: none">– Ability to undertake cleaning and general housekeeping to the highest standard– Good knowledge of cleaning techniques, materials and chemicals– Ability to follow cleaning schedules– Understanding of general health and safety requirements	<ul style="list-style-type: none">– Knowledge of COSHH regulations.– Understanding of legislation, policy and good working practices relating to the role of the cleaner
PERSONAL ATTRIBUTES	
Essential	Desirable
<ul style="list-style-type: none">– Able to operate effectively as a member of a team with minimum supervision– Good time management and organisational skills– Flexible with a 'can-do' approach– Able to meet deadlines and prioritise situations as they arise– Able to remain calm under pressure– Self-motivated– Loyal and dependable– Excellent record of health and attendance	