



The King's School

Job Description

CLEANING OPERATIVE

Reporting to:	Cleaning Supervisor/Estate Manager
Hours of work:	25 hours per week (Monday-Friday, 15:30-20:30) 41 weeks per year, term time (to include 75 hours Easter/Summer holiday work, at mutually agreeable times but will be between 08:00-16:00 Monday-Friday)
Salary/grade:	Support Staff Grade B2 Pro-rated Actual Salary £14,987 (£12.88 per hour) Sick Pay Included
Disclosure level:	Enhanced
Duties:	<p>Cleaners are engaged specifically to maintain standards of presentation and hygiene of the school – for teaching rooms to be ready for use and for common areas, including toilets, to be maintained to appropriate high standards. It is expected that each cleaner will have regular responsibility for the cleaning of a designated zone and will cooperate with colleagues in covering for absences or in special cleaning projects, including the holiday-time cleaning programmes as required. In particular, each cleaner is expected to:</p> <ul style="list-style-type: none">• Carry out any cleaning duties that are necessary to meet the required standards within a designated area of responsibility.• Assist in moving furniture and mobile equipment, both to ensure a complete clean and to prepare the room for its next use.• Check each room for damage and report to the Cleaning Supervisor by the end of the session, on any building defects, vandalism, broken glass, lights not working, or other matters requiring attention, in readiness for the next user.• The appropriate use and replenishment of cleaning consumables, ensuring that only the required quantities are being used; reporting to the Cleaning Supervisor where shortages are anticipated.• Demonstrate good practice in matters of health and safety, such as visually checking equipment before using, displaying warning signs when floors and stairs are wet or slippery.• Cooperate with the Cleaning Supervisor and the Caretakers in undertaking any additional duties of a similar nature, as required, to meet the needs of the school.• Carry out a deep clean during the Easter and Summer holiday periods including washing walls and high-level areas, moving and cleaning furniture and blinds, light fittings, removing chewing-gum, etc.• Wear and care for the school cleaning uniform, including personal identification, which will be provided by the school; the use and wearing of safety & hygiene protective wear as directed.• After cleaning rooms, close windows, external and internal doors, removal of door wedges holding open fire doors and where possible turn off lights.• Follow Health & Safety guidelines and comply specifically with C.O.S.H.H.• Report all accidents to the Cleaning Supervisor. <p>Cleaners are expected to be reliable with their timekeeping and to be at their workplace and ready to begin duties by the start of their contractual hours. They must report to the Cleaning Supervisor at the start of each session and again when finishing work; they should sign the record of attendance at both times.</p>



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Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title. When applying for the role, it is important that you refer to the school's **Safeguarding and Child Protection Policy** and the **DBS Disclosure Policy**, which can be found on our website (About Us – Policy Documents). **We are committed to safeguarding the welfare of students so all staff are enhanced DBS checked.**