Nunnery Wood High School

Spetchley Road, Worcester, Worcestershire, WR5 2LT

Job Title:	Afternoon Cleaner, Premises Team
Hours Worked:	16 hours per week (starting at 3.05pm) Term time only with some optional "stand down hours" in school holidays
Salary Grade:	Scale: 1, point 3 - £13.28 per hour
Responsible to:	Cleaning Supervisor under the direction of the Site and Facilities Manager
SLT Link:	Director of Business and Operations

Job Description:

Purpose of the post:

To be responsible for ensuring the school is a clean, welcoming environment.

Day to Day Cleaning

The post holder is to undertake cleaning duties on a daily basis, this includes (but is not exclusive):

- Vacuuming carpets, changing hoover bags as necessary;
- Mopping wet areas, shower and toilet floors;
- Sweeping and mopping as required on non-carpeted areas;
- Dusting/wiping/polishing surfaces such as window sills, tables, chairs, and mirrors;
- Cleaning toilets sinks and shower areas;
- Wiping walls and skirting boards to remove surface marks;
- Removing stains in carpets;
- Taking rubbish to an agreed central area and placing it in the rubbish bins
- Report any damage or misuse of equipment around the school

Note: In practical and some key areas a specific regime of cleaning will be required.

Holiday Cleaning (Stand Down) – This is an optional section

A specified number of hours may be allocated per year to support work undertaken during school closure periods.

During these hours the post holder will undertake a deeper clean of the premises alongside other member of the team – Specific details will be given by the Premises Manager from an annual schedule. Examples will include a deep clean in practical areas (Art, DT, and Food Technology) and also key areas where out of school works occur.

Health & Safety / Compliance

- Follow relevant Health & Safety procedures;
- Undertake training as required – This may be online training or attending school provided sessions.
- Report any health and safety concerns immediately.

The job description is not necessarily a comprehensive definition of the post and the member of staff may be required to undertake such other tasks appropriate to the level of appointment.

This job description will be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation.