



## Liverpool College

*The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.*

### Job Description

Post Title	School Cleaner
Salary/Grade	National Minimum Wage
Working Time	Part-time (16.25 hours per week) 37 weeks per year. 15:15 to 18:30 Monday through Friday.
Reporting to	Cleaning Manager and Senior Vice Principal Operations
Liaising with	Whole School
Disclosure level	Enhanced

#### Summary of the overall purpose of the job

The main responsibilities of a School Cleaner in Liverpool College include maintaining the cleanliness and hygiene of the school premises by sweeping, mopping, dusting, buffing and sanitising classrooms, corridors, and toilets, as well as ensuring that all areas are free from litter and hazards. You are also responsible for replenishing supplies and reporting any maintenance issues.

- To follow the guidelines of the staff handbook
- To support the school and its leadership
- To comply with any reasonable request from the Cleaning Manager, Estates Manager and Heads of School to undertake work not specified in this job specification.
- To be courteous to colleagues and parents, and to provide a welcoming environment for all visitors to the College.

#### Key responsibilities and objectives of the job

- Vacuum cleaning
- Buff floors clean
- Wiping and polishing furniture
- Wiping ledges, pipes, paintwork, and doors
- Emptying and cleaning bins
- Cleaning toilets and surrounds
- Mopping floor surfaces
- Replenishing janitorial supplies in toilets, or other areas around campus, sanitisers, etc.

- Checking and closing windows, switching off lights after work
- Deep cleaning (as directed) to help control the spread of viruses or other infections.
- Carpet or hard floor cleaning (within specified areas and with specific machines)
- Such other duties as may be allocated from time to time.
- Immediately reporting any defects or hazards to the Senior Cleaner, member of the Estates Staff or other senior member of staff
- The post holder has a responsibility for ensuring safety in the workplace and in this respect ensuring compliance with all instructions relating to the safe use and storage of materials (including chemicals) and equipment necessary for the performance of his/her tasks.
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#### Personal attributes

- Previous cleaning experience, preferably in a school or office environment
- Ability to work with minimum supervision.
- Trustworthy
- Ability to work as part of a team.
- Ability to prioritise work and manage time effectively.
- Be flexible to changing demands of the post.
- Good timekeeping
- Ability to deal with pupils, colleagues, and parents in a helpful and courteous manner.
- Understanding of Health and Safety principles in the workplace.

#### Community Links

- To support and promote the College ethos and mission statement.
- To ensure effective communication/consultation as appropriate with all staff.
- To play a full part in the life of the school community.

***All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a co-educational 4-19 academy, and to encourage colleagues and pupils to follow this example.***

***While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Principal to reflect or to anticipate changes in the job commensurate with the grade and job title.***

***July, 2024***