Cleaner
Job Description

Position	**Cleaner**
Salary	**Grade A, SCP 1 - £18,332 pa (FTE) / £6,781 pa (Actual pro-rata)**
Tenure	**Established**
Time	**Part-time; 16 hours per week; Term-time only**
Responsible to	**Premises Manager and School Business Leader**
Managing	**n/a**

This is a part-time post working 16 hours per week from 15.15 to 18.30 each day from Monday to Friday. The Cleaner will work flexibly, as and when necessary, to ensure the School's needs are met.

Main Purpose of the Role

- To provide a high-quality and effective cleaning service to ensure a clean and hygienic environment for all building users.
- The Site Team and cleaning team (both those employed by directly by the School and those contracted through the Local Authority's provision) are responsible for maintaining high standards of cleanliness throughout the School.
- Additional requirements in terms of the nature and frequency of certain elements of the existing cleaning regime have been introduced as a consequence of the impact of COVID-19, leading to this requirement for additional provision.
- The post is required to work with cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided.

Operational Activities

- Carry out cleaning duties within allocated timescale and adopt a flexible approach to fulfilling the School's requirements.
- Duties will include (but not exhaustive list):
  - General dusting of furniture, fixings and fittings
  - Dust control mopping/sweeping of floors
  - Vacuuming floors
  - Cleaning and polishing floors using electrical buffing machine
  - Damp/wet mopping of floors
  - Polishing furniture, cleaning internal glass
  - Cleaning of sanitary fittings
  - To use cleaning materials as instructed
  - Specialist cleaning (e.g. stripping & sealing of floors)
  - Emptying of waste paper bins
  - Wiping surfaces, fixtures and fittings & paintwork

Communications

- Communicate effectively with all staff, contractors and pupils.

Resource Management

- Store cleaning products safely and securely.

Safeguarding

- Be committed to safeguarding and promoting the welfare of children, young people and adults, raising any concerns as appropriate.
- Maintain confidentiality as appropriate.

Systems and Information

- Fulfil the necessary administrative tasks associated with this post.

Data Protection

- The post holder will comply with the School's policies and supporting documentation in relation to the Information Governance; this includes Data Protection, Information Security and Confidentiality.

Health & Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure,
- Work with colleagues to maintain health, safety and welfare within the working environment.

Equalities

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Within own area of responsibility, work in accordance with the aims of the Equality Scheme.
- Develop own and team members understanding of equality issues.

Please note that these responsibilities will be reviewed from time to time and may be amended as is reasonable by the Premises Manager or School Business Leader. These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities commensurate with the post, as reasonably requested by the Headmaster.

Signed: _____ *Cleaner*

Signed: _____ *School Business Leader*

Date: _____