



Job Description – Cleaner

Salary scale: Scale 1, Point 1 - £4,000 per annum
Hours of Work: 10 hrs per week, term time plus 1 day in the school holidays
Responsible to: Caretaker/Headteacher

Main Duties:

- To clean designated areas to a high standard.
- To follow cleaning frequency as laid down by the school.
- To ensure correct usage of cleaning materials.
- To use powered equipment as directed by the Caretaker.
- To undertake training in the correct use of cleaning equipment such as floor machines, Vacs, wets pick-ups, and in health and safety and the use of cleaning chemicals.
- To have due regard for the Health and Safety issues.
- To be responsible for reporting any problems relating to Health and Safety to the Caretaker/Headteacher.

Expectations:

- To attend punctually, according to agreed hours.
- To sign in and out.
- To be appropriately dressed.
- To be flexible in covering overall workload.
- To be willing to undertake varied duties according to the needs of the school, as requested by the Site Manager or Headteacher.
- To regularly rotate within cleaning areas as directed by the Caretaker or Headteacher.

This job description may be altered at any time, after discussion with you, to meet changed circumstances. It sets out the way you are expected and required to perform the duties set out above. This is not a complete or definite list of duties, but a guide as to what should be done.

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the trust's ethos and its objectives, policies and procedures.

The post holder may be required to perform any other reasonable tasks that are related to their role.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.