

JOB DESCRIPTION CLEANER

General Description of the Post

To work as part of a team providing a cleaning service to all parts of the school in accordance with the Specification.

PRINCIPAL DUTIES:

1. Individually or as part of a team carry out any cleaning duties that are necessary to meet the required standards within a designated work area.
2. Assist in the moving of furniture and moveable fittings.
3. Ensure the premises are made secure if instructed.
4. Replenish consumables as required.
5. Undertake external cleaning duties if instructed.
6. Report any building defects and vandalism immediately to the Cleaning Supervisor (in his/her absence to the Caretaker).
7. Report any defects in cleaning equipment immediately to the Cleaning Supervisor (in his/her absence to the Caretaker).
8. Take part in training where necessary to carry out your duties effectively.
9. Observe all Health and Safety requirements during the cleaning operation.
10. Any other duties of a similar level or nature as required.

Hours of Work

.. hours per week for 41 weeks of the year (38 weeks during term time and 3 weeks during holidays. The holiday weeks will normally be one week at Easter and two during the summer between 9.00am to 11.00pm, (some flexibility, you will be given adequate advance notice of these dates).

This post is subject to Job Evaluation

Performance Management

Your annual performance review is based on this overall job description and with particular emphasis on your individual annual targets.

Relationships

Your line manager is Adrian Horne

Grading

This post is graded as follows:
Grade A