

JOB DESCRIPTION

Job Role:	School Cleaner
Grade:	1
Salary:	£11.50 per hour
Hours:	9.75 per week (one stint per day)

1. ABOUT THE JOB

The school provides a high-quality cleaning service. You will be responsible for cleaning an area within the school which will include classrooms, offices, toilet areas and corridors. Your duties will include sweeping, mopping, vacuum cleaning, emptying of litter bins, damp wiping, polishing and cleaning toilet and shower areas.

You will also be required to operate rotary floor cleaning machinery and at select times strip and reseal floor areas. During school holiday periods you will be required to manoeuvre classroom furniture and carry out deep cleaning of fixtures and fittings including internal glass and wall surfaces.

You will be required to work flexibly in any area of the school as agreed with your Premises Manager or Caretaker and varying your work routines and times in the school holiday periods. This will involve condensing your normal working hours, resulting in working longer hours (shorter working week) and changing your work patterns from early mornings or afternoons to working days.

You will be provided with a uniform (tabard or polo shirt), cleaning chemicals and equipment to do your job and will be fully trained in how to use them correctly. We expect you to take good care of your equipment and be vigilant for any health and safety risks during the course of your work.

You will help to make sure that our customers are satisfied with our service by being friendly and helpful at all times and passing on comments from our customers to your Premises Manager/Caretaker. The work you do is very important in providing pupils and staff with a clean and safe place to study and work.

2. Key Outcomes of the job

- 2.1 Your area will be cleaned each day to the agreed standard.
- 2.2 You will help to maintain a healthy and safe school by following service instructions for the use of cleaning chemicals and equipment and reporting any problems or hazards to your Premises Manager or Caretaker.
- 2.3 You will sign in and out of the building, report any accidents and follow health and safety and fire instructions.
- 2.4 By working as part of a team and being helpful and supportive to your colleagues and customers you will contribute to a high standard of service and a positive workplace.

3. General

- 3.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Please refer to the school website under the following link:

<https://www.spennyvalleyhighschool.co.uk/Policies/>

- 3.2 Carry out your duties with due regard to current and future School's/LA's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through School communications.

RESPONSIBLE TO: Premises Manager