|  |  |  |  |
| --- | --- | --- | --- |
| **GR9002** | **T2** | **Part Time Cleaner/Housekeeper** | **Scale A** |

**Job Description**

JOB TITLE**: Part-time Cleaner/Housekeeper**

GRADE; **A**

RESPONSIBLE TO**: Site Manager**

**1. PURPOSE AND SCOPE**

(a) To clean a designated area of the school to a good standard.

this can include toilets, classrooms and specialist areas.

(b) To replenish sanitary materials (toilet paper, paper towels and soap).

(c) To periodically clean the store rooms in the designated areas.

(d) To ensure the cleaning equipment is kept in a clean and working order.

(e) It should be noted that occasionally there may be a need to change the

designated area to cover for sickness or absenteeism.

(f) To be fully aware of and to comply with all departmental instructions

and procedures relating to Health and Safety at Work and to recognise the

responsibilities required under the Health and Safety at Work Act 1974.

(g) To be fully aware and to comply with the instructions under the Control

of Substances Hazardous to Health (C.O.S.S.H.).

**2. ORGANISATIONAL RELATIONSHIPS**

(a) To let the school know before 12 noon if you are unable to attend your

shift.

(b) To work under the direct supervision of the Site Manager

(c) To report any problems to the Site Manager.

(d) To perform such other duties of a like nature as required by the

Head teacher

There will be a need to undertake 60 hours cleaning per year during school holiday periods.