

gilesacademy

JOB DESCRIPTION: CLEANER

PAY SCALE: S1/L6

RESPONSIBLE TO: CLEANING SUPERVISOR

WORKING HOURS: 16 per week / 38 weeks per annum
3.45pm-7m Monday to Thursday
3.45pm-6.45pm Friday

HOLIDAY ENTITLEMENT: There are four weeks paid holiday plus bank holidays which must be taken during school holidays

JOB PURPOSE: To help ensure the school has a clean, safe and secure learning environment

KEY TASKS:

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

- To be part of the team of cleaners in cleaning all areas of the school, ensuring quality and safe working practices and taking part in the work of the team.
- Emptying wastepaper bins in appropriate sacks. Dealing with potentially hazardous/infectious material □ e.g. glass □ in accordance with agreed safe working practices. Removing waste to designated areas. Putting away any teaching aids left on the floor, when in doubt reporting to the Site Manager for guidance.
- Damp dusting, wiping or polishing, as appropriate, all furniture and surfaces as directed
- Sweeping, vacuuming, mopping and washing hard floor surfaces, as appropriate
- Moving light furniture and equipment (eg desks and chairs) as required
- Clearing spillages of materials and removing resistant stains in the school's specialist areas, cleaning in accordance with agreed safe working practices
- Cleaning of toilets and washrooms to the required standard
- Replenish disposable items as necessary
- Following training, use of various floor machines

Securing and safe storage of school equipment. Reporting irregularities as appropriate, including:

- Collecting and returning cupboard and room keys as necessary. Ensuring doors are re-locked as required
- Cleaning all equipment when finished with
- Ensuring adequate stocks of cleaning materials are maintained and reporting to the Site Manager when additional supplies are required Overalls must be worn where provided
- Notifying Site Manager of breakages and other safety hazards
- Notifying Site Manager of any intruders in the school, including pupils on site outside of school opening times, checking to ensure that doors and windows are secured
- Collecting up personal possession left by teachers or pupils and handling these to Site Manager for safekeeping

Key Organisational Objectives

The post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as appropriate
- Acknowledging Customer Care and Quality initiatives
- Assisting in the maintenance of a clean, safe and secure learning environment for pupils and staff

