



## Job description: Cleaner

<b>Post title:</b>	Cleaner
<b>Salary and Grade:</b>	Grade 1 - £8.50 per hour
<b>Hours of work:</b>	Part time 12.5 hours per week (3.30 – 6.00 pm, daily, Monday – Friday) and an additional requirement to carry out 34 banked hours per annum during school holidays, reducing to 28 banked hours per annum after 5 years continuous service
<b>Responsible to:</b>	The Site Manager

### Responsibilities:

- Carry out cleaning tasks such as:
  - Sweep floors with brushes or dust control mops;
  - Mop floors with wet or damp mops;
  - Vacuum carpeted areas and ‘spot’ clean carpets;
  - Dust, damp wipe, wash or polish surfaces including furniture, ledges, window sills, external surfaces of cupboards, radiators, shelves, door handles, handrails, office machinery and fittings.
- Clean toilets, hand basins, sinks, showers and drinking fountains.
- Empty waste bins or similar receptacles, transport waste material to designated points and remove rubbish from premises.
- Replenish consumable items such as soap, toilet rolls, paper towels and check stock levels.
- Undertake wall washing or inside window pane cleaning, up to a safe height.
- Clean cookers and work surfaces in cookery areas.
- Handle cleaning equipment and machinery after receiving proper instruction and training.
- Carry cleaning equipment, mops, vacuum cleaners, materials, buckets of solution etc. to and from work areas.
- Launder dusters, tea towels etc.
- Report and deficiencies or need for repairs.
- Safely use and store cleaning chemicals in accordance with their instructions and be familiar with material safety data sheets.
- Close windows etc. at the end of the day to help maintain security.
- Be courteous to colleagues and pupils, maintain constructive relationships with staff members and provide a welcoming environment for all users of the buildings including parents and other visitors.
- Take pride in doing a good job and proactively undertake cleaning tasks to reduce the spread of germs and prevent any health risks from occurring.

- Adhere to cleaning schedules, health and safety regulations, school policies and codes of conduct.
- Carry out special or non-routine cleaning projects as necessary.
- Comply with any reasonable request from the line manager, Business Manager or member of the Senior Leadership Team.
- Undertake work of a similar level, training and / or hours of work as may be reasonably required that is not specified in this job description.

Our Cleaners are often required to work alone (although sometimes in small teams) and carry out their duties in areas within the school on a rotational basis. The location of cleaning areas may need to change to meet the needs of the school and the post holder may be required to undertake other duties elsewhere in the school that are commensurate to the post holder's abilities, position and grade.

The Principal reserve the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. Reasonable adjustments will be considered, as required by the Equalities Act.

All staff within the school are expected to demonstrate a commitment to safeguarding children;; this post is subject to a criminal record check under the arrangements established by the Disclosure and Barring Service.

### **Code of Conduct**

The School expects all staff to ensure that their standards of conduct are, at all times, compliant with the Walkwood Church of England Middle School Code of Conduct for Employees.

