

Job Description – Day Time Cleaner

Job Title	Day Time Cleaner
Grade	Salary: LGS point 10 (fixed) £17,460 pa including outer fringe allowance
Reports to	Site Team Manager
Liaison with	Trust Estate Manager; Site Team Manager; staff members
Hours/Weeks	Monday to Thursday 9am - 5pm and Friday 9am - 4.30pm. It is also expected that the staff member works during the evening of the annual Open Evening, usually held in October.
Annual Leave	To be taken during school holiday times
Job Purpose	<ul style="list-style-type: none"> To provide practical assistance to all staff members and students by carrying out a range of cleaning and other site related duties To be responsible for the day-to-day maintenance of all equipment and stock (including stock taking)
Duties	<ul style="list-style-type: none"> To carry out cleaning in all areas of the school and site, but primarily the student and staff WC's and internal corridors. Frequency of cleaning to be undertaken as directed by Site Team Manager and Trust Estate Manager. Assisting with the locking and unlocking of school buildings and rooms. To carry out as necessary the replacement of roller towels, renewing supply of toilet rolls and replacement of bin liners. To assist as necessary with the cleaning up after break-in or vandalism at the school. In emergency situations to assist with the clearing of snow and ice from paths and entries. To undertake training in the correct use of cleaning equipment such as floor machines, vacs, wets pick-ups and in health and safety and the use of cleaning chemicals. To notify the Site Team Leader or other senior member of staff, of any damage to buildings and equipment or of anything you see that may be dangerous to students and/or staff. All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others. Such other duties relating to the cleanliness of the school premises as may be necessary from time-to-time within the reasonable requirements of the Headteacher and Governing Body. To act as First Aider and attend training courses for proficiency. To act as Fire Marshall in line with the school's fire procedures
General	<ul style="list-style-type: none"> To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace. Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Date: January 2019