



### JOB DESCRIPTION

**Job Title:** Cleaner/Porter

**Responsible To:** Facilities Manager

**Overall purpose:** Undertake, normally as part of a team, general porter duties and the cleaning of designated areas within school premises to ensure that they are kept in a clean and hygienic condition.

#### **Main Duties and Responsibilities**

- Ensuring the work environment is kept clean, tidy, safe and hygienic at all times
- Thoroughly cleaning areas, as directed, using correct techniques, cleaning and work equipment being mindful of hazards to self, staff and pupils
- Emptying waste bins or similar receptacles, transporting waste material to designated waste compound, taking particular care with liquids, broken glass or other substances, which may be unsafe to self, staff and pupils.
- Where practicable ensure windows and doors are closed and locked and lights are switched off when leaving rooms.
- Replenish consumable items (soap, toilet rolls etc) as required
- Ensuring line manager is aware of low stock levels of materials and equipment for which the cleaner is responsible
- Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with the manufacturer's written instructions
- Ensuring that all chemicals are securely stored and locked away when not in use
- Emptying vacuum cleaners and buffer vacuum bags at the end of each session
- Cleaning and checking all equipment used after use, checking cables for wear and tear and storing away in a suitable safe area. Notifying the line manager of any faults found
- Ensure mops, cloths etc., are washed and left to dry as appropriate at the end of each session
- Swiftly report any hazards or defects or needs for repairs to the line manager
- Assisting in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition
- Reporting to management any item that is not covered adequately by the cleaning rota
- Covering on a rota basis for absent colleagues when required, which may involve some change in hours/times
- Undertake special cleaning programmes the School may carry out when is not in session
- Respond to the results of emergencies and accidents, for example, flooding
- Lift, carry and move school furniture and equipment to undertake cleaning duties

#### **General Porterage**

- Set up and/or clear of facilities by moving furniture and equipment in support of school operations for meetings, functions, examinations etc

- Assist with setting up and preparing for all School special events on site or, occasionally as required, off site
- Support the School's special events such as parent evenings, plays, concerts, PA meeting, open mornings/evenings and other events
- Assist with the assembly of furniture and occasional general DIY.
- Clearance and removal of unwanted items and general rubbish from the school grounds
- Inform the Facilities Manager of damages to furniture and equipment
- Accept deliveries of post, parcels, furniture and hoc items and distribute these to the correct place/recipient
- Assist with refuse collection across the site
- Assist with looking after the School grounds which may include sweeping pathways or litter picking
- Drive the School vehicle
- Support departments and colleagues to ensure the presentation of the School is of the highest possible standard

### ***General responsibilities***

- Complete a School base induction and any subsequent training required to improve performance
- Attend all departmental and support staff meetings, and training courses as directed by the School
- Play an active and positive role, sharing the aims and objectives of the school
- Participate in the School's performance management process
- Maintain appropriate confidentiality according to organisation and legal requirements
- Comply with relevant health and safety legislation, policies and procedures in the performance of the duties
- Contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager

This list is not exhaustive or exclusive. The School expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job description, but which is in the remit of the duties and responsibilities.

This job description will be subject to periodic review. It may be amended to meet the changing needs of the School.