Job Outline
Cleaner

Responsible to: Headteacher/Facilities Manager/Caretaker
Salary Grade: Scale 1
Full time/Part time: Part time, 12.5 hours per week Monday to Friday term time only

Job Purpose

To undertake cleaning within the school according to Procedures Codes using a variety of methods including machinery and adhering to safety regulations.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

- To carry out cleaning in all and any areas of the school.
- Frequency of cleaning to be undertaken as directed by Procedure Codes/Cleaning Schedules.
- To carry out as necessary the replacement to paper towels, renewing supply of toilet rolls, soap dispensers and replacement of bin liners.
- To undertake training in the correct use of cleaning equipment such as floor machines, Vacs, wets pick-ups.
- To notify the Facilities Manager, Caretaker or other Senior member of staff, of any damage to buildings and equipment or of anything you see that may be dangerous to pupils 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 Local Governance Committee.

General

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy.

- The Trustees and Local Governance Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.