



King Edward VI Grammar School, Chelmsford

JOB DESCRIPTION

TITLE:	Cleaner
SCALE:	1
PURPOSE OF JOB:	To undertake cleaning within the school according to Procedure Codes using a variety of methods including machinery and adhering to safety regulations.
RESPONSIBLE TO:	Site Manager

DUTIES & RESPONSIBILITIES:

- To carry out cleaning in all and any areas of the school.
- Frequency of cleaning to be undertaken as directed by Procedure Codes.
- Assisting with the locking and unlocking of school buildings and rooms.
- To carry out as necessary the replacement to 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 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 Governing Board.

GENERAL:

- 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 & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.