

# The Colne Community School and College

## Job Description

<b>Job Title</b>	<b>CLEANER</b>
<b>Reports to</b>	Caretaker
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Caretaker, Classroom Teachers and Principal.
<b>Job Purpose</b>	To undertake cleaning within the school according to Procedure Codes using a variety of methods including machinery and adhering to safety regulations.
<b>Duties</b>	<ul style="list-style-type: none"><li>• To carry out cleaning in all and any areas of the school.</li><li>• Frequency of cleaning to be undertaken as directed by Procedure Codes.</li><li>• Assisting with the locking and unlocking of school buildings and rooms.</li><li>• To carry out as necessary the replacement to roller towels, renewing supply of toilet rolls and replacement of bin liners.</li><li>• To assist as necessary with the cleaning up after break-in or vandalism at the school.</li><li>• In emergency situations to assist with the clearing of snow and ice from paths and entries.</li><li>• 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.</li><li>• To notify the Senior 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.</li><li>• 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.</li></ul> <p>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 Principal and Governing Body.</p>
<b>General</b>	<ul style="list-style-type: none"><li>• 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.</li><li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li></ul>