PHILIP MORANT
SCHOOL & COLLEGE

JOB DESCRIPTION

JOB TITLE:	Cleaner
RESPONSIBLE TO:	Cleaning Supervisor
MAIN JOB PURPOSE:	To undertake cleaning within the school according to Procedures Codes using a variety of methods including machinery and adhering to safety regulations
GRADE:	LGPS Band 1 Point 7
HOURS:	16 hours per week (3.30pm to 6.40pm Monday to Friday)
WEEKS:	43 weeks (term time + five training days + four weeks)

MAIN DUTIES:

1. To carry out cleaning in all and any areas of the school.
2. Frequency of cleaning to be undertaken as directed by Procedure Codes.
3. Assisting with the locking and unlocking of school buildings and rooms.
4. To carry out, as necessary the replacement of roller towels, renewing supply of toilet rolls and replacement of bin liners.
5. To assist as necessary with the cleaning up after break-in or vandalism at the school.
6. In emergency situations to assist with the clearing of snow and ice from paths and entries.
7. To undertake training in the correct use of cleaning equipment such as floor machines, Vacs, wets pic-ups and in health and safety and the use of cleaning chemicals.
8. To notify the Cleaning Supervisor or other senior members of staff, of any damage to buildings and equipment or of anything you see that may be dangerous to pupils and/or staff.
9. 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.
10. 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.
11. To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
12. To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher. This job description does not form part of any Contract of Employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.

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.