

The Colne Community School and College

Job Description

Job Title	CLEANER
Reports to	Caretaker
Responsible for	N/A
Liaison with	Caretaker, Classroom Teachers and Executive Head Teacher/Head of School.
Job Purpose	To undertake cleaning within the school according to Procedure Codes using a variety of methods including machinery and adhering to safety regulations.
Duties	<ul style="list-style-type: none"> • 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 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. • 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. <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 Executive Head Teacher/Head of School</p>
General	<ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • 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 • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Head Teacher/Head of School to carry out appropriate duties within the context of the job, skills and grade
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