



The STANWAY SCHOOL



SIGMA TRUST

Job Outline

Cleaner

Responsible to:	Caretaker/Cleaner Supervisor
Salary Grade:	£8.55 per hour
Full time/Part time:	Part time, 20 per week – Monday – Friday 3.30pm – 7.30pm 43 weeks per year – term time, plus INSET days, plus 4 weeks during school holidays

Job Purpose

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

Key Responsibilities

- To carry out cleaning in all and any areas of the school.
- To clean corridors and classroom floors using heavy-duty scrubber/drying machines.
- Frequency of cleaning to be undertaken as directed by Procedure Codes.
- 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.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Area Manager to carry out appropriate duties within the context of the job, skills and grade.

General

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Undertake any training deemed to be required. This will be provided in-house or externally where needed
- To support the learning culture and ethos of the school.

- 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 Board of Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

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 will be reviewed annually.