

Job Outline

Cleaner

Responsible to:	Site Manager/Cleaning Supervisor
Salary Grade:	Local Government Pay Scale 1
Full time/Part time:	Part time – 20 hours per week (3:30pm – 7:30pm Monday to Friday), 43 weeks per year (term time plus non-pupil days and 4 weeks during school holidays)

Job Purpose

To carry out cleaning in all areas of the school.

Key Responsibilities

- 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 chemicals and follow Health & Safety guidelines in COSHH.
- To notify the Site Manager or other site staff, of any damage to buildings and equipment or of anything you see that may be dangerous to pupils and/or staff.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records, online checks and other vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

General

- To carry out any other reasonable tasks as may be required by the school.
- To adopt a flexible attitude to the working hours to cover other site staff absences and during school closure periods.
- 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 Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

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/or CEO, and will be reviewed annually.