

## The Colne Community School

### 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 Executive Head Teacher/Head of School.
<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 Executive Head Teacher/Head of School</p>

<p><b>General</b></p>	<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> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• 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</li> <li>• 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</li> </ul>
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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 and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.