



Job Description

Cleaner

Grade: Grade B, SCP 3 (£18,562 pro rata, £9.62 per hour)
Hours: 21¾ hours per week (Monday to Thursday 1.30pm – 6pm, Friday 1.30pm – 5.15pm), all year round, permanent
Reports to: Senior Site Supervisor

Job Purpose

- Working with the Premises Team responsible for the fabric of the school.
- Provide and maintain a high standard of cleanliness and hygiene throughout the school.

Main Duties and Responsibilities

- Clean, stock and supply designated areas.
- Ensuring all waste bins are emptied and refuse is removed and taken to the designated disposal point in order to ensure the site is clean and tidy and meets with health and safety requirements.
- Cleaning all furniture and fittings including ledges, pipe work and radiators, ensuring high standards of cleanliness and hygiene are met and maintained.
- Cleaning all sanitary, fixtures and fittings in the toilets, ensuring all areas are maintained to the required standards of health and safety, reporting any damaged or broken facilities, or other maintenance issues to the Line Manager.
- Carrying out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.
- Cleaning all other floor areas appropriately i.e. sweeping, mopping, polishing etc, ensuring wet floor H&S hazard signs are used when required to ensure wellbeing of staff/students is maintained.
- Keeping appropriate light equipment, machinery and cleaning cupboards in a clean and hygienic condition.
- Reporting faulty equipment, machinery etc to the Line Manager.
- Checking windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately.

- Assisting in the whole school clean during school closures as per the school cleaning programme.
- Adhere to Health and Safety guidance and training for the post.
- Attending any training courses relevant to the post, ensuring continuing, personal and professional development.

Additional Information

- Clothing/appropriate PPE will be provided by the school (i.e., uniform, rubber gloves etc.) and must be worn for protection. The laundering and repair of these items is the postholder's responsibility.
- Unless otherwise indicated, no part of this job profile should be construed as determining the amount of time spent on a particular duty or responsibility.
- This job profile will be the subject of regular review and any part of it may be amended as a result of such a review or at any time after consultation with the post-holder.
- You will be entitled to sufficient training in order to ensure a clear understanding of these duties.
- Engage in promoting the values and acting as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BW CET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

December 2021