

## JOB DESCRIPTION

<b>Post title:</b>	<b>Cleaner in Charge</b>
<b>Academy:</b>	<b>All Saints C of E Infant and Nursery</b>
<b>Pay range:</b>	<b>Grade 2 SCP 2 - 4</b>
<b>Line manager:</b>	<b>Headteacher/Office Manager</b>

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### Main Purpose of the job:

Under the direction and instruction of senior staff, to undertake cleaning duties and lead a team of cleaning staff to provide clean and hygienic school environment, to the agreed quality standards

### Key Responsibilities:

- Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standards
- Emptying litter bins, etc., and removing waste to designated areas
- Cleaning of toilets and washrooms to the required standard where allocated
- Spray cleaning, scrubbing floors and re-sealing with polish
- Using powered equipment where necessary (scrubbing machines, wet pick-up machines, vacuum cleaners)
- Cleaning of working surfaces and other furniture as directed
- Clearing up after flooding and/or any other emergency cleaning including cleaning bodily fluids
- Ensure the security of the premises and its contents at all times. This includes attending site in emergencies and carrying out necessary duties to ensure site remains fit for purpose and secure – key holder responsibility
- Record all deliveries and maintain the required information in the logbooks/stock cards, etc and ensure that adequate supplies are maintained to meet the needs of the establishment
- The post holder shall be subject to the immediate day to day supervision and direction of the Office Manager
- Cleaning of internal glass and windows
- Replacing consumable items
- To work on own initiative, unsupervised whilst carrying out your duties
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

- To attend any other training as required by the school in order to ensure that your work is carried out to the highest possible standard

### **Supporting Information:**

The current key responsibilities of this post are outlined in this job description but are not exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

The job description is current at the date below and does not form part of your contract of employment. This may be amended as the need arises to reflect or anticipate changes to the role/duties following consultation with the post holder.

Signed \_\_\_\_\_ Post Holder      Date \_\_\_\_\_

Signed \_\_\_\_\_ Head Teacher/ Principal      Date \_\_\_\_\_