



JOB DESCRIPTION:	FROM SEPTEMBER 2023
JOB TITLE:	Cleaner
SALARY SCALE:	LG, Level 2, Point 4
HOURS PER WEEK:	15 hrs per week, 3 hours per day
WEEKS PER YEAR:	43 weeks per year (39 weeks term time plus 4 weeks holiday working) plus 6 weeks annual leave
RESPONSIBLE TO:	Cleaner in Charge, Business Manager; Headteacher and the Governing Body of Lancaster School.
LIAISON WITH:	Colleagues, site users, visitors, hirers, contractors and students
MAIN PURPOSE OF JOB:	To clean designated areas of the school as directed by the School Business Manager.

Principle Duties and Responsibilities

- 1 To ensure that all designated areas are cleaned to a high standard.
- 2 To clean designated areas of the school, but be aware that these may change from time to time at the request of the Cleaner with keys and the School Business Manager.
- 3 To be responsible for cleaning all aspects of each area allocated this will include:-
 - Flooring (hard or carpeted)
 - Flooring edges
 - Work tops and tables
 - Edges of sinks and windows
 - Toilet areas and shower areas
 - Swimming pool area
- 4 Hours as stated in the advertisement, but may be some flexibility and they may vary during school closures
- 5 Such other duties allocated at the discretion of the Headteacher to meet the changing needs of students and the circumstances of the school, commensurate with the grade or post.

Cleaning

- Undertaking cleaning of the specified areas of the school, including spot and remedial cleaning as required.

- Washing internal walls e.g. classrooms, corridors, including cleaning at high level where appropriate safety equipment is available and safe systems of work have been defined in accordance with Health and Safety requirements.
- Window cleaning, including cleaning at high level where appropriate safety equipment is available and safe systems of work have been defined in accordance with Health and Safety requirements.
- Washing and cleaning of diffusers; if this involves work at high level appropriate safety equipment should be available and safe systems of work have been defined in accordance with Health and Safety requirements.
- Ensuring that all areas within the site are free from litter.
- Ensuring that adequate supplies of cleaning materials and other supplies are available.
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.

General

- Co-operating with colleagues to ensure letting and cleaning requirements of the school are met. This may include covering for absent colleagues.
- To undertake any training commensurate with the post
- Preparing the school premises and site for out of school activities.
- 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.
- Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
- Hours may vary during school closures
- The duties above are neither exhaustive nor exclusive and the post holder may be required by School Business Manager and the Head teacher to carry out appropriate duties within the context of the job, skills and grade