

The White Hills Park Trust

Job Description:	Cleaner
Location:	Alderman White
Salary Range:	NJE Grade 1 –Points 2 £24,413 (FTE)
Actual Salary:	£8,475.41
Hours:	15 Hours a week Term Time, between 5.00 am – 8.00 am, plus additional weeks of school holiday working available by negotiation

GENERAL INFORMATION

The following information is provided to assist staff joining the Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

PURPOSE OF THE POST

KEY RESPONSIBILITIES

1. Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standards
2. Emptying litter bins, etc., and removing waste to designated areas.
3. Cleaning of toilets and washrooms to the required standard where allocated
4. Spray cleaning, scrubbing floors and re-sealing with polish.
5. Using powered equipment where necessary (scrubbing machines, wet pick-up machines, vacuum cleaners).
6. Cleaning of working surfaces and other furniture as directed.
7. Clearing up after flooding and/or any other emergency cleaning.
8. Effective and efficient on site liaison with site representatives in order to deliver excellent standards of customer care.
9. 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

Notes: This document is an overview of the role. The responsibilities will include but will not be limited to those listed above. Any variation in duties will be as directed by the Cleaning Supervisor.

KEY ACCOUNTABILITIES:

- To assist in maintaining cleaning standards in line with Trust requirements.

- To have an understanding of Trust policies.

Relationships

To be responsible to:

- The Head Teacher, with Line Management through the Cleaning Supervisor.

To co-operate with:

- All colleagues, both teaching and support staff
- LA, advisers and the school SIP Inspection teams, Unions and other organisations representing teachers and other persons on the staff

Health and Safety:

- Safeguard the Health and Safety of self and others in accordance with the Trust's Health and Safety Policy.
- Co-operate with the employer on all issues to do with Health, Safety, and Welfare.

Continuing Professional Development – Personal:

- Undertake any professional development necessary as identified by the Cleaning Supervisor.
- Maintain a professional portfolio of evidence to support performance management process.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake 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 cases. To provide flexibility and to meet the priorities of the Trust during times of peak work flow you will be asked to support other members of the Trust team undertaking duties that may be below your current grading.

The job description does not form part of the contract of employment.