

The White Hills Park Trust

Role: Cleaner
Location: Bramcote College, Moor Lane, Bramcote, Nottingham, NG9 3GA
Salary/Grade: NJE Grade 1, Pt 2
Actual Salary: £7,062.85
Hours: 12.5 hrs per week. 2.5hrs per days - 3.15 pm-5.45 pm - term-time only (39 weeks)

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

To carry out the full range of cleaning duties, including, but not limited to:

- To clean a variety of floor surfaces using the appropriate manual and electrical appliances.
- To remove debris such as chewing gum before commencing the cleaning process.
- To wet wipe and dry wipe surfaces as required.
- To clean toilets, washbasins and showers.
- To empty office and classroom litter bins and take to the waste collection point.
- To clean glass in doorways and partitions.
- To move classroom and office furniture as required in order to undertake the cleaning task.
- To leave the rooms ready for next day use.
- To clean marks from corridor walls.
- To shampoo carpets (when time allows).
- To carry out any other reasonable request from the Headteacher, Leadership Group or Line Manager in line with their pay grade.

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.