



Job Description

Senior Cleaner, Grade 3

The post holder reports to the Head Teacher and Assistant Head. Apart from team members, the main contacts of the job are: Other School staff, pupils and members of the public.

Main Purpose of the Job:

Ensure that a comprehensive high quality cleaning service is delivered to maintain high standards of cleanliness in the internal and external appearance of school buildings, undertaking cleaning duties within schools.

To supervise a team of staff as required.

To provide staff training to achieve high standards of appearance of the interior and exterior of school buildings.

Main Duties

1. Ensure that all duties are undertaken in a safe and responsible manner in accordance with requirements under Health and Safety regulations, established safe systems of work and School and Trust policies, practices and procedures.
2. Ensure all cleaning staff understand the Health and Safety requirements etc as outlined above and work in line with the systems and practices pertaining to that work.
3. Supervise and train cleaners to ensure that all tasks are carried out in accordance with procedures and to the required quality standards to deliver a customer focused service ensuring the highest possible standards of presentation of school buildings and their immediate vicinity.
4. Undertake duties connected with the cleanliness of the environment and school premises to maintain high standards in the internal and external appearance of school buildings.
5. Monitor the quality of service in buildings and provide quality control reports as appropriate.

6. Keep accurate records of staff attendance, certify time sheets, keep daily work records and complete all other paperwork required as part of the wage payment process.
7. Control all keys needed for access to rooms and ensuring all procedures are observed in respect of building security, energy conservation and confidentiality of information.
8. Ensure effective stock control of cleaning equipment and materials including care of equipment, materials and the storage areas used in cleaning the building.
9. Identify and report building and equipment faults promptly.
10. Provide an efficient and effective removal, storage and waste disposal.
11. Prepare rooms for use, including identifying and reporting of building and equipment faults to ensure the room is suitable for use by the customer and clear rooms after event.
12. Ensure all cleaning staff are provided with a uniform.
13. Implement agreed staff rotas and work schedules.
14. Participate in training as required.

Where the post holder is disabled, every effort will be made to supply all the necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If however, a certain task proves to be unachievable, job redesign will be given full consideration.