

JOB DESCRIPTION

POST TITLE:	Site Cleaner
GRADE:	Level 1
HOURS:	Up to 4 hours per day, as agreed
RESPONSIBLE TO:	Senior Site and Security Officer
RESPONSIBLE FOR:	Day-to-day cleaning of the College

PURPOSE OF THE JOB:

To carry out the cleaning of the College in a friendly, efficient and competent manner.

Main duties & responsibilities

1. Clean the sections of the College, as directed by the Senior Site and Security Officer.
2. Report on a daily basis any problems e.g. equipment, graffiti.
3. Using cleaning materials and equipment, as per the training and instructions provided by the College and materials/equipment suppliers.
4. Ensure that all plastic rubbish sacks are placed in the skip for disposal.
5. To undergo any training that is required.
6. Report all Health and Safety concerns raised by any members of staff to the Senior Site and Security Officer.
7. Any other duties deemed appropriate to the role, or as requested by the Senior Site and Security Officer or member of the Senior Leadership Team.

This job description was revised in September 2020.

It will be reviewed annually and may be amended according to changing requirements of the College.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to his/her Line Manager or the School's Designated Child Protection Officer.