



Parrenthorn High School

Respect Aspire Believe Achieve

Post Title: Cleaner	
Department: Parrenthorn High School	Establishment/Post No:
Division/Section:	Post Grade: 3
Location: Parrenthorn High School Heywood Road Prestwich M25 2BW	Post Hours: 20 Hours a week This post is to be worked all year round.
Special Conditions of Service: Full year staff to take holidays in periods of school closure. Postholders to be medically fit to use cleaning supplies & equipment such as buffing machines & cleaning chemicals.	
Purpose and Objectives of Post: To contribute towards the cleaning of the premises alongside a team of cleaners and under the supervision of the Site Manager, ensuring high standards are maintained in accordance with current Health & Safety Legislation.	
Accountable to: Operations Manager	
Immediately Responsible to: Site Manager	
Immediately Responsible for:	
Relationships: (Internal and External) The postholder will be expected to maintain excellent relationships with all of the following:- Staff, outside agencies including contractors, suppliers, governors, parents and pupils.	
Control of Resources: The postholder will maintain stocks of cleaning and domestic products in their own areas. The postholder will use equipment safely and in line with manufacturer instructions. All supplies and equipment to be stored securely at the end of each shift.	

Duties/Responsibilities:**Cleaning**

- To carry out day to day cleaning of a designated area, including washing, sweeping, polishing, dusting, hoovering, buffing & emptying bins
- To ensure the designated area is well maintained, reporting maintenance issues to the site management team
- To assist with the deep cleaning of the premises during school closures, including high level cleaning & floor stripping
- To cover the day to day cleaning of areas other than the designated patch during staff absence as and when required
- To maintain adequate stocks of supplies in the designated cleaning cupboard
- To maintain accurate cleaning records

Other

- To contribute towards overall security by closing windows and ensuring doors and gates are kept closed.
- To be aware of the main health & safety issues specific to school and how they relate to students, staff, visitors and contractors
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person (as named in the policy concerned)
- Appreciate and support the role of other professionals
- Contribute to the school ethos, aims and the development/improvement
- Attend and participate in meetings as required
- Participate in training and other learning activities and performance development as required
- Carry out any other duties, consistent with the grading of the post, as directed by the Site Manager/ Business Manager/Headteacher

Safeguarding

As an employee of Vision MAT you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)

Job Description prepared by:	Sign: M Heselwood	Date: January 26
Agreed correct by postholder:	Sign:	Date: