



## Job Outline

### Cleaner

**Responsible to:** Headteacher/Cleaning Manager/Cleaner Supervisor

**Salary Grade:** Scale 1

**Full time/Part time:** Part Time, Monday-Friday – 2 hours per day

#### Job Purpose

To contribute to the smooth running of the School by carrying out a range of cleaning duties and working as part of the cleaning team

#### Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

#### Key Responsibilities

- Undertake a cleaning rota with specific duties during the school day.
- Replenishing supplies of toilet rolls, paper towels, soap, hand sanitiser and empty bins.
- Undertaking cleaning duties in classrooms, corridors and toilets including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.
- Monitoring the standards of cleanliness of the premises and furnishings and reporting any deficiencies to the cleaning supervisor and/or cleaning manager.
- Drawing the attention of the appropriate authorities to any repairs or maintenance work required at the premises.
- Ensuring that all areas within the site are free from litter.
- To undertake training in the correct use of cleaning equipment and in health and safety and the use of cleaning chemicals, etc.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.

## **General**

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.**

**The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.**

**This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.**