



Holywell School

JOB DESCRIPTION FOR CLEANER



JOB TITLE:	Cleaner
HOURS:	Monday to Friday – 10 hours per week. 4pm to 6pm. Term time only
RESPONSIBLE TO:	Site Manager & Business & Operations Manager
JOB PURPOSE:	To help clean all areas of the school to our high standards.
Salary	NJC Scale point 3

MAIN DUTIES AND RESPONSIBILITIES:

1. To take pride in keeping our school clean. To carry out cleaning work to the required standard and as instructed by the Site Manager.
2. To report to the Site Manager or his/her authorised deputy, matters that are likely to affect their work or other matters they consider that they should be aware of.
3. To use cleaning materials appropriately and economically; to inform Site Manager or Site Agent when stocks are low.
4. To ensure that tools and equipment are in good working order, reporting any faults to the Site Manager or Site Agent.
5. To ensure that cleaners' storage lockers and cupboards are kept clean and tidy.
6. To undertake any non-routine cleaning tasks as instructed by Site Manager or authorised deputy
7. To work to Holywell School's guidelines at all times particularly in relation to health and safety policy.
8. To undertake all essential health and safety training courses as determined by the management of the school.
9. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
10. To undertake any other duties of a similar level and responsibility as may be required.