



Ashton Community Science College



Job Description

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| Post: | Cleaner |
| Reporting to: | Senior Site Supervisor |
| Responsible for: | - |
| Working Hours: | Between 10 to 16 hours |
| Working Weeks: | 48.73 in the first 5 years of service rising to 50.07 over 5 years' service (42 weeks – 38 weeks in term 4 weeks closure clean) |
| Salary/Grade: | Foundation Living Wage £12.00 per hour |

Job Purpose

Undertake the cleaning of designated areas within the school premises to ensure that they are kept in a clean and hygienic condition.

Accountabilities / Responsibilities

- Cleaning including closure cleaning;
- Sweeping, vacuum cleaning and mopping of floors;
- Emptying litter bins;
- Polishing and dusting of surfaces and fixtures and fittings;
- Cleaning of changing rooms, toilets and shower facilities, including replenishment of paper towels, toilet rolls and other disposables;
- Using appropriate powered equipment e.g. floor buffer;
- To notify line management or other Senior member of staff, of any damage to buildings and equipment or anything you see that may be dangerous to pupils or staff;
- To inform Site Supervisor of matters requiring attention e.g. light bulb replacement, blocked toilets etc.;
- To inform Site Supervisor when there is low stock of cleaning materials and other disposables etc.;
- To undertake training in the correct use of cleaning equipment as appropriate;
- Additional cleaning for one-off occasions i.e. Open Evenings, Visits etc. Including 4 weeks closure cleaning.

General

- To work within school policies and procedures
- To contribute to the provision of an effective environment for learning
- To attend skills training and participate in personal/performance development as required
- To take care for their own and other people's health and safety
- To be aware of and respect the nature of issues

- Other duties at the same responsibility level may be interchanged/added to at the discretion of the Headteacher

Additional supporting information – specific to this post or postholder

- Working pattern is flexible according to school needs* Part time staff

Employees will be expected to comply with any reasonable request from a Leader or Manager to undertake work of a similar level that is not specified in this Job Description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below, but following consultation with you, may be amended by the Headteacher to reflect or anticipate changes in the job or needs of the school

Date: 17/04/24