



ROLE PROFILE	
JOB TITLE:	School Cleaner
GRADE:	£12.60 (Current living wage rate) plus holiday pay Working weeks per year 42 (inc 3 weeks holiday cleaning and 5 inset days) Payment made in 12 equal monthly payments
HOURS	12.5 per week 3 – 5.30pm Mon – Fri (hours subject to change)
LOCATION:	Millfield Science and Performing Arts College
RESPONSIBLE TO:	Site Supervisor 3
STAFF RESPONSIBLE FOR:	N/A
JOB PURPOSE:	
Under the direction and instruction of the Site Supervisor, to undertake the cleaning of designated areas within the School premises to ensure that they are kept in a clean and hygienic condition, to the agreed quality standards. <b>Enhanced DBS clearance and two references are required.</b>	
MAIN ACTIVITIES	
<b>Cleaning</b> <ul style="list-style-type: none"> <li>- Cleaning including closure cleaning</li> <li>- Sweeping, vacuum cleaning and mopping of floors</li> <li>- Emptying litter bins</li> <li>- Polishing and dusting of surfaces and fixtures and fittings</li> <li>- Cleaning of changing rooms, toilets and shower facilities, including replenishment of paper towels, toilet rolls and other disposables.</li> <li>- Using appropriate powered equipment e.g. floor buffer</li> <li>- 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.</li> <li>- To inform Site Supervisor of matters requiring attention e.g. light bulb replacement, blocked toilets etc.</li> <li>- To inform Site Supervisor when there is low stock of cleaning materials and other disposables etc.</li> <li>- To undertake training in the correct use of cleaning equipment as appropriate</li> <li>- Additional cleaning for one-off occasions i.e. Open Evenings, Visits etc.</li> </ul> <b>General</b> <ul style="list-style-type: none"> <li>- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.</li> <li>- To participate in the School's appraisal scheme where appropriate.</li> <li>- The duties may be varied by the Business Manager and/or Governing Body to meet changed circumstances in a manner compatible with the post held.</li> </ul>	
Note:	<b>In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.</b>
Agreed by: DM April 2024	

### **Child Protection and Safeguarding**

At Millfield, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way. Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction.

An enhanced DBS clearance is required for this position. School will arrange this for the successful candidate.

Please note that in line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.

### **GDPR and Data Protection**

The post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018.

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.