

## Job Description

<b>Position Title</b>	<b>Caretaker / Cleaner (L3)</b>		
<b>Location</b>	Stoke Hill Infant & Nursery School		
<b>Reporting to</b>	Federation Site Manager		
<b>Position Number(s)</b>			
<b>Grade</b>	C		
<b>Directorate/Section</b>			
<b>Effective date of JD</b>	04/05/2011	<b>JE Job Number</b>	G.0977

### Job Purpose including main duties and responsibilities:

- Perform and supervise routine cleaning tasks, including dusting, vacuuming and mopping to ensure that the establishment is cleaned, secured and maintained to the highest standards of cleanliness and hygiene
- Comply with all aspects of Health and Safety at Work.
- Be involved in specialist and periodic cleans when necessary.
- Use appropriate cleaning supplies and equipment safely and effectively
- Report any maintenance issues or safety hazards observed during cleaning tasks.
- Maintain an organised stock of cleaning supplies and notify management when replenishment is needed.
- Be aware of the establishment's security needs at all times.
- Keyholder, responsible for the security of the building.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.