

# FEDERATION OF STOKE HILL SCHOOLS



## JOB DESCRIPTION

<b>Position Title</b>	<b>CLEANER</b>
<b>Location</b>	<b>STOKE HILL INFANT &amp; NURSERY SCHOOL</b>
<b>Reporting to</b>	<b>FEDERATION SITE MANAGER</b>
<b>Grade</b>	<b>A</b>

### **Job Purpose including main duties and responsibilities:**

*This document outlines the duties for the time being of post entitled Cleaner to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed.*

### **Job Purpose:**

- To provide appropriate level of cleanliness throughout a designated area, whilst being aware of the security needs. Designated areas may be subject to alternation.
- To foster good working relationships within the establishment.
- Duties may vary between term and closure periods.

### **Key Tasks:**

1. To undertake normally as part of a team, the cleaning of designated areas within the premises to ensure that they are kept in a clean and hygienic condition to meet the school's specification.
2. Duties will include cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas, which will include toilets, fixtures and fittings, using powered equipment where appropriate.
3. To follow health and safety guidelines, report faulty machinery and equipment to the line manager.
4. To attend training sessions when requested.
5. To be aware of and adhere to the security needs of the premises.
6. To complete all forms as requested by management.
7. Report shortfall in stock requirements to line manager.
8. Hours to be worked over term time plus 3 weeks during school holidays to perform deep cleans.
9. Other cleaning duties as directed by their Line Manager appropriate to grade A.