



# Sir John Cass's Foundation and Red Coat CofE Secondary School & Sixth Form College

Headteacher: Mr Paul Woods

## Cleaner Job Description

Role title	Cleaner
Purpose of role	To undertake cleaning duties to maintain a high standard of cleanliness within the school
Working hours	25 hours per week (all-year round position )
Line Manager	Premises Manager
Grade of Post	£21, 231(pro rata)

### Key Duties:

1. Undertake cleaning in line with specified standards
2. Areas to be cleaned are determined by the line-manager according to need, including cover, on a rota basis
3. Operate / use domestic and industrial cleaning equipment and materials, following appropriate training
4. Store allocated equipment and materials safely and securely
5. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
6. Handle cleaning materials in line with COSHH regulations
7. Collect and dispose of waste
8. Refill and replace soap, towels and other consumables
9. Undertake specialised cleaning programmes during school closures or other designated periods
10. Demonstrate cleaning duties or routines to new or less experienced staff

### All support staff are expected to:

- Support the school values and ethos
- Follow school policies, practices and procedures
- Participate in the annual appraisal system
- Support equal opportunities measures and promote anti-discriminatory practice
- Support safeguarding and child protection measures and promote the welfare of students
- Undertake any other reasonable duties commensurate with the role and grade as determined by the headteacher or line manager.

Sometimes support staff may be required to work beyond the usual hours e.g. to support at parents evenings or other school events. Time Off In Lieu is available in such circumstances.

This job description is not prescriptive. If the needs of the school change, the job description may be revised or amended at any time following appropriate consultation with the post holder.

Name of employee:	Signature:	Date:
Name of line-manager:	Signature:	Date: