

ELLOWES HALL SPORTS COLLEGE RECRUITMENT JOB DESCRIPTION



JOB TITLE: CLEANER

DEPARTMENT: N/A

GRADE: 1 **SPINE POINT:** 6 **HOURLY RATE:** £8.49

TYPE OF CONTRACT: 52 WEEKS

REPORTS TO: CLEANING SUPERVISOR

STAFF RESPONSIBLE FOR: NONE

MAIN PURPOSE OF THE JOB: Cleaners are responsible for a wide range of cleaning duties and responsibilities, which include ensuring that areas of work allocated are cleaned to the required standard/specification.

MAIN DUTIES/ACTIVITIES:

Thoroughly clean areas to the required specification, as directed, using correct techniques and cleaning equipment.

Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or pupils.

To be responsible for locking and unlocking windows and doors

Undertake training in use of methods, materials and equipment, as instigated by your supervisor.

Working safely using correct warning signs, protective clothing and safety equipment and being mindful of hazards to other staff and pupils. Compliance with the Health and Safety practices of the School.

Replenishing supplies of toiletries, plastic bags etc, as directed

Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemical are securely stored away when not in use.

To be responsible for emptying vacuum cleaners and buffer vacuum bags at the end of each session. Cleaning and checking all equipment that has been used. Checking cables for wear and tear and storing away in a suitable safe area. Notifying supervisor of any faults found.

Ensure mops, cloths etc, are washed and left to dry as appropriate at the end of each session.

Report immediately to your Supervisor any defective electrical sockets, lighting, vandalism etc, in your cleaning area.

Ensuring Supervisor is aware of low stock levels of materials, and equipment for which you are responsible.

Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition.

Covering on a rota basis for absent colleagues when required, which may involve some change in hours/times.

Any other related duties, as directed by your Supervisor.

SUPPORT FOR THE SCHOOL:

To take a full part in promoting the good name of the School and contributing positively to the overall ethos/work/aims of the school

Be aware of and comply with policies and procedures relating to Health and Safety including COSHH regulations and security.

Attend and participate in meetings as required

Participate in training, other learning activities and performance development as required

Recognise own strengths and areas of expertise and use these to advise and support other

It is the responsibility of all adults employed at Ellowes Hall Sports College to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

PERSON SPECIFICATIONS QUALITIES & ATTRIBUTES:

To be reliable and punctual

To have a polite, friendly and flexible approach to work

To be able to work constructively as part of a team understanding of duties and responsibilities

To follow instructions

EXPERIENCE/QUALIFICATIONS/TRAINING:

Previous experience of working in a school environment may be beneficial

INVICTUS

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