

## NEWLANDS GIRLS' SCHOOL

### JOB ACCOUNTABILITIES

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| <b>Name:</b>   | <b>Job Title:</b><br>Cleaner            |
| <b>Salary Scale:</b><br>Scale 2 (FTE £24,043)                      | <b>Job number</b><br>ED0843             |
| <b>Hours:</b> (3.15pm to 5.45pm Mon to Fri)<br>12.5 hours per week | <b>Actual Salary:</b><br>Point 2 £8,122 |

#### **JOB PURPOSE**

To establish and maintain a high standard of cleanliness within the allocated cleaning area in line with the cleaning specification.

#### **SCOPE OF JOB (Budgetary/resource control, impact)**

Operates outside of school opening hours and within school buildings.  
Works with commercial cleaning materials, which require appropriate handling and application. Uses equipment such as vacuum cleaners, floor polishers etc.  
Required to move furniture e.g. desks, chairs.  
Required to clean all internal areas of the school including toilets, the kitchen, laboratories etc

#### **POSITION WITHIN UNIT STRUCTURE**

Reports to Cleaning Supervisor

#### **KNOWLEDGE, SKILLS & EXPERIENCE**

Physically fit, able to bend and operate/carry cleaning equipment.

#### **JOB ACCOUNTABILITIES**

Undertake the daily cleaning of all allocated areas in line with the standards specified by the Cleaning Supervisor.

Undertake annual cleaning activities as instructed by the Cleaning Supervisor.

Ensure that all allocated equipment and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.

Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to the Cleaner in Charge immediately.

This list of duties is not intended to be exhaustive but simply highlights a number of major tasks of the post. The post holder may be required to undertake additional duties that might reasonably be expected of them and which form a part of the function of the post.

**Every job description will be subject to review on an annual basis, or**

- as a result of a change in strategic management, or
- as a result of a team/operational requirement, or
- as a result of agreed staff development needs and objectives.

**Post holder's signature** \_\_\_\_\_ **Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Manager's signature** \_\_\_\_\_ **Name** \_\_\_\_\_ **Date** \_\_\_\_\_