

<b>POST:</b>	<b>CLEANER</b>
<b>SALARY:</b>	<b>H2</b>
<b>HOURS:</b>	<b>5:45am – 8:15am and / or 3pm – 6pm</b>
<b>RESPONSIBLE TO:</b>	<b>BUSINESS MANAGER</b>

### **Job Outline**

To provide a cleaning service for and to assist with the behind-the-scenes smooth running of the college.

### **Job Description**

Working with students and staff

- To be responsible for cleaning certain parts of the college site as directed by the Business Manager
- To follow Health & Safety procedures
- To safely use chemicals and cleaning materials in line with COSHH guidelines
- To operate machinery for cleaning soft and hard surfaces – vacuum cleaners, scrubber dryers, polishers – in line with correct procedures
- To maintain standards of hygiene and safety of all cleaning equipment and storage thereof
- To report any hazards, defects and any relevant factors of building or environment safety.

Specific duties include the following:

- Vacuum cleaning hard and soft floors
- Spot cleaning of spillages
- Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
- Emptying and cleaning bins
- Cleaning toilets including sanitary fittings and surrounds
- Mopping and spray cleaning hard floor surfaces
- Wiping and polishing and straightening furniture
- Replenishing janitorial supplies in toilets, etc
- Checking and closing windows, switching off lights after work
- Such other duties as may be allocated from time to time

Notes: During periods when the school is closed, additional hours may be worked with both parties in agreement, when routine cleaning is undertaken throughout the college. This may include stripping and sealing floors, shampooing carpets, high level dusting, wall washing, etc.

#### Other

- To attend Team meetings
- To participate in training and other learning activities, and in performance management and development, as required by the college's policies and practice

#### **General responsibilities**

- ◆ To build and maintain successful relationships with students, treating them consistently with respect and consideration
- ◆ To encourage and model positive behaviour in line with the college's behaviour policy and demonstrate high expectations of work and behaviour
- ◆ To work as part of a flexible and supportive team to further the ethos of the college
- ◆ To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person
- ◆ to contribute to and support the overall aims and ethos of the college.

#### **Person Specification**

- ◆ An ability to build good working relationships with both students and adults
- ◆ Good organisational skills
- ◆ Enjoy working with and have an interest in young people
- ◆ Ability to work with a minimum of supervision and within a team

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

June 2025