

## Job Description

**Staploe Education Trust and its schools are committed to safeguarding and promoting the welfare of children and young people, and expects all adults working within our Trust to share this commitment**

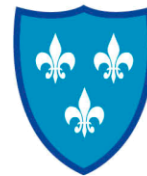
<b>Job Title:</b>	Cleaner
<b>Reports to:</b>	Site Officer / Facilities Manager
<b>Main Location:</b>	Soham Village College
<b>Salary:</b>	£12.26 per hour
<b>Hours of work:</b>	15 hours per week, Monday to Friday between the hours of 3pm – 8pm

### Job Purpose:

To work as part of the Facilities team ensuring a high standard of cleanliness and hygiene throughout the School, as directed by the line manager or Facilities Manager.

### Main duties and responsibilities:

- The post holder will be required to demonstrate a continual positive commitment to the Trust's policies including those relating to safeguarding children, health & safety, and equal opportunities. You will be committed to safeguarding and promoting the welfare of young people, a responsibility we expect all our staff to share
- Take responsibility for ensuring the cleanliness of a designated area, to include:
  - General cleaning, e.g. dusting furniture and fixtures and fittings, wiping tables, cleaning inside windows and all internal glass
  - Emptying of all waste bins in your designated area, taking full refuse sacks to designated areas
  - Vacuuming all carpets, or sweeping/mopping floors where appropriate
  - Cleaning of toilets, including wash basins, removing body fluids from all areas and replenishing stocks of hand towels, toilet roll and other supplies, reporting low stock to the line manager/supervisor
  - Cleaning windows, doors, walls, radiators, cooker tops, cupboards, skirting boards, door frames, desks, chairs and computers, or any other fixtures and fittings not listed
- Inform the duty Caretaker or Facilities Manager of any health and safety issues or broken/defective equipment and machinery, or cases of vandalism. Training will be given on use of machinery where appropriate



## **General**

- To maintain awareness of evacuation procedures in the event of emergencies
- To perform other cleaning tasks requested by the line manager or Facilities Manager, within the expertise of the post holder, especially around school events or outside lettings
- The post holder must at all times take pride in the school and their own general appearance
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Other duties and responsibilities express and implied which arise from the nature and character of the role and are commensurate with the grade of the post
- This job description is not necessarily a comprehensive definition of the post

The job description will be reviewed after one term and then annually.