JOB DESCRIPTION

Cleaner

It is essential that all staff actively promote the aims of The College –

- To inspire an enable all to make a positive contribution to ourselves, our community and the wider society
- Pursue excellence in character and in learning
- All members of staff are required to participate in the College's appraisal scheme.

Line Manager: Premises Team / School Finance Manager

Job Role and Responsibilities -
To provide efficient and effective cleaning support to the school including ensuring the security and general appearance of the building is maintained in accordance with the required standards

- Undertake routine cleaning duties
- Carry out the daily cleaning schedule
- Ensure proper use of machinery/equipment as required
- Report any defects or problems to the Premises Team
- Follow all Health & Safety guidelines and training

What you need to succeed –

- Attention to detail – ensuring all areas are cleaned to a high standard and that hygiene requirements are consistently met
- Time management – ability to complete cleaning tasks efficiently within the allocated timeframes
- Organisation – maintaining cleaning schedules, managing supplies and prioritising work effectively
- Health and safety awareness – understanding and following COSH regulations and safe use of cleaning materials and equipment
- Teamwork – working collaboratively with colleagues to maintain a safe and pleasant environment
- Reliability and punctuality – consistently arriving on time and completing duties responsibly without close supervision

- Discretion and professionalism – maintaining confidentiality and appropriate conduct within a school environment
- Adaptability – able to respond to changing priorities, such as cleaning spillages or preparing rooms for special events

Personal Qualities

- Pride in work – taking satisfaction in maintaining a clean, welcoming environment for students and staff
- Respectful and child aware – understanding that schools are sensitive environments and maintaining appropriate behaviour around students
- Initiative – noticing areas that need extra attention and addressing or reporting them as appropriate
- Good communication skills – able to report maintenance issues or health and safety concerns promptly

The postholder will be expected to perform such duties as may be reasonably required by the Headteacher and that these should be in line with national legislation and current conditions of service.