

## JOB DESCRIPTION

|                                 |                          |                   |       |
|---------------------------------|--------------------------|-------------------|-------|
| <b>Job Title</b>                | Cleaner                  |                   |       |
| <b>Location</b>                 | Pilton Community College |                   |       |
| <b>Reporting to (job title)</b> | Cleaning Supervisor      |                   |       |
| <b>Grade</b>                    | A                        | <b>JE Job No.</b> | V0979 |

## POST DETAILS:

### Job Purpose including main duties and responsibilities:

To assist with the cleaning of the school ensuring that the highest possible standards are achieved.

### Responsibilities include:

- To undertake regular cleaning duties in a specified area which may include classrooms, labs, workshops, corridors, WCs and offices
- To participate in a programme of staff development
- To undertake additional cleaning in other areas during periods of sickness or planned holiday absence
- To ensure that Health & Safety regulations are complied with

### Responsibilities could include any of the following tasks undertaken by our Cleaning team:

- To undertake cleaning of girls/female staff toilets (pans and basins) replenishing stocks of toilet paper/hand towels and soap, and ensuring that they are left in a tidy condition and to remove graffiti from walls on daily basis
- To ensure that all litter is removed from the building daily and disposed of
- To carry out a more extensive clean during the Easter and Summer holiday periods including washing walls and high level areas, moving and cleaning furniture and blinds, light fittings, removing chewing-gum etc.

- To ensure that all accommodation is returned to the correct layout after cleaning
- To report faulty equipment, broken furniture, damage to the fabric of the building or any issue relating to security to the Cleaning Supervisor or Caretaker
- To lock all doors, close windows and switch off lights in each room after cleaning

**Signatures**

**Job Description agreed by:**

**Line/Originating Manager:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Head of Service/Head teacher:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_