

Witchford Village College Job Description

Post Title	Cleaner
Reporting to:	Cleaning Supervisor
Responsible for:	Cleaning of school
Working time:	Monday to Friday, 20 hours per week, term time only plus 4 weeks. Hours are 3.00pm to 7.00pm
Salary:	Scale 2, point 4 – 5 - £12.68 - £12.88 per hour
Location:	Witchford Village College
Disclosure level:	Enhanced DBS

Main responsibilities:

- To clean a specified area of the school to the required standard as instructed by the Cleaning Supervisor.
- Wash floors, surfaces, fixtures and fittings and walls up to a specified height.
- Cleaning inside windows up to a specified height.
- Sweeping and vacuuming floors.
- Polishing and dusting surfaces and furniture.
- Cleaning toilets.
- Use cleaning materials as appropriate and according to their instructions for use.
- To empty bins and remove rubbish from the premises.
- To report any damages to school property or other relevant matters to the Supervisor.
- To use power cleaning equipment as directed.
- To comply with the requirements of the health and safety at work regulations, and ensure all tasks are carried out with due regard to health and safety.
- To take reasonable care for the health and safety of themselves and for others.
- To co-operate with the college to ensure all health and safety responsibilities are carried out.
- To adhere to the ethos of the school, and promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.

Safeguarding:

- To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust's Safeguarding/Child Protection policies
- To undertake regular safeguarding/child protection/adult protection training as required by the Trust

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.