



# KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

## JOB DESCRIPTION – CLEANER

<b>Grade:</b>	Point 1, £10.50
<b>Hours:</b>	<b>Monday - Friday 3.15pm to 6.30pm</b> Term Time Only + 10 during summer
<b>Responsible to:</b>	Assistant Site Supervisor
<b>Direct line-management Responsibility for:</b>	N/A
<b>Main Purpose:</b>	<ul style="list-style-type: none"> <li>To provide a clean and pleasant site environment in order to facilitate the effective teaching of pupils and its full use by members of staff and pupils who occupy it.</li> <li>To ensure that a high level of cleanliness is maintained throughout the school on a daily basis, in order to prevent any health and safety risks from occurring within the School premises.</li> </ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>To clean a specified area of the School to the required standard as instructed by the Supervisor.</li> <li>Wash floors, surfaces, fixtures and fittings and walls up to a specified height.</li> <li>Cleaning inside and outside windows up to a specified height.</li> <li>Sweeping and vacuuming floors.</li> <li>Polishing and dusting surfaces and furniture.</li> <li>Cleaning toilets and shower areas.</li> <li>Use approved cleaning materials as appropriate, and according to their instructions for use.</li> <li>To empty bins and remove rubbish from the premises.</li> <li>To be responsible for the care of all cleaning equipment and materials assigned to them.</li> <li>Where practicable ensure windows and doors are closed and locked when leaving rooms.</li> <li>To report any damages to the School property or other relevant matters that may affect the security to the Assistant Supervisor, i.e. broken windows, window catches</li> <li>To use electrical cleaning equipment as directed.</li> <li>To undertake relevant non-routine cleaning as instructed by the Supervisor.</li> </ul>
<b>Health and Safety:</b>	<ul style="list-style-type: none"> <li>To comply with the requirements of the Health and Safety at Work regulations.</li> <li>To take reasonable care for the health and safety of themselves and for others.</li> <li>To co-operate with the employer in ensuring that health and safety responsibilities are carried out.</li> </ul>
<b>Support for the School:</b>	<ul style="list-style-type: none"> <li>Contribute to the overall ethos/aims of the Academy Trust</li> <li>Recognises own strengths and areas of expertise and use these to advise and support others.</li> <li>Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they come into contact with.</li> <li>To undertake appropriate appraisal including adhering to the principle of appraisal.</li> </ul>



- To adhere to the ethos of the Academy Trust.
- To promote the agreed vision and aims of the Academy Trust.
- To set an example of personal integrity and professionalism.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the School.

The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Assistant Site Supervisor, commensurate with the grade of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Estates and Facilities Manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

Signed Employee: ..... Date:.....

Signed Employer: ..... Date: .....