



## JOB DESCRIPTION

<b>Job Title:</b>		<b>Cleaner in Charge</b>			
<b>JE Code:</b>	A4767	<b>Evaluation:</b>	387 points	<b>Grade:</b>	N4
<b>Effective Date:</b>	September 2020		<b>Status:</b>	Final	
<b>Responsible to:</b>		<b>Facilities Manager</b>			
<b>Responsible for:</b>		Cleaning staff			
<b>Job purpose:</b>		Maintain the cleanliness of the school premises and their surrounding grounds, providing supervision to cleaning staff. To undertake reasonable day to day tasks assigned by the Head Teacher. To ensure the building is fit for purpose and the delivery of the service is in accordance with school standards, policies and procedures.			

### Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To be a keyholder with responsibility for opening the premises in the morning, undertaking security checks and locking the premises at the end of the school day.
- 2 To undertake cleaning and ensure that the premises and furnishings are cleaned in accordance with agreed policies, procedures, standards, methods and health and safety instructions.
- 3 To maintain good working relationships with school staff and support services through a positive team working ethos; providing supervision and training to cleaning staff as required
- 4 To maintain an adequate supply of cleaning materials and to ensure that all items are stored safely along with related equipment and tools and to ensure all equipment and tools are in a safe working condition.

- 5 To complete all related paper work, including timesheets.
- 6 To undertake the clearance of snow from all accessible areas and to grit as necessary.
- 7 To carry out portage duties as required including the co-ordination of the removal and placement of furniture.

### **Trust responsibilities**

- 1 Work to fulfil the vision and values of the trust.
- 2 Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
- 3 Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
- 4 Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
- 5 Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
- 6 Participate in appraisal, training and development and other activities that contribute to performance management.
- 7 Attend and participate in regular team and 1:1 meetings.