



Cleaner/Cleaner with Keyholder Responsibility Job Description

Cleaner:

Pay Scale/Grade:	Bucks Pay Range 1b, Scale point 8-10 (depending on skills/experience)
Hours	25 hours per week, term-term only, 39 working weeks per year (plus 5.1 weeks holiday pay)
Reports to:	Site Manager, School Business Manager
Responsible for:	n/a
Liaison with:	Teaching Staff, Support Staff, Headteacher, Senior Leadership Team, Pupils, Stakeholders

Cleaner+ Keyholder:

Pay Scale/Grade:	Bucks Pay Range 2, Scale point 11-15 (depending on skills/experience) Full Time, 39 weeks a year + 5.1 weeks paid holiday
Hours	37 hours per week, full year (includes 22 days paid holiday per year to be taken during school holidays)
Reports to:	Site Manager, School Business Manager
Responsible for:	Cleaning staff in the absence of the Site Manager
Liaison with:	Teaching Staff, Support Staff, Headteacher, Senior Leadership Team, Pupils, Stakeholders

1. JOB OUTLINE

1 a) PURPOSE OF ROLE

To undertake cleaning duties at the school.

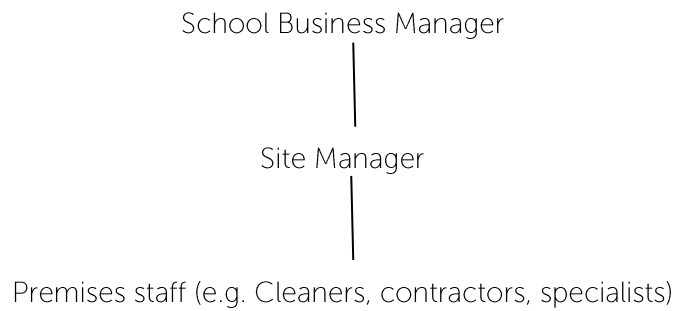
1 b) RESPONSIBILITIES

Cleaning of designated areas (classrooms, offices, receptions areas, school halls, corridors etc.) to ensure they are kept in a hygienic condition including:

- Vacuuming and cleaning floors including the use of powered equipment
- Dusting and polishing furniture and other surfaces
- Cleaning walls and other paintwork, tiling and mirrors
- Emptying and cleaning waste bins
- Cleaning toilets, sinks and basins

To contribute to a working environment which supports equal opportunities and anti-discriminatory practice.

2. ORGANISATION CHART



3. SUPERVISION

Day to day supervision by the Site Manager as necessary.
Line manager: School Business Manager

4. JOB CONTEXT

Part of a team which undertakes cleaning duties in the school.

5. CONTACTS

- Site Manager
- School Business Manager
- Teaching staff
- Pupils
- Parents and other members of the public
- Domestic and catering staff

6. KNOWLEDGE, EXPERIENCE AND TRAINING

- No specific qualifications required.
- Basic understanding of health & safety procedures

7. PROBLEMS AND DECISIONS

- Problems may arise in connection with powered equipment.
- Report any problems to the Site Manager.
- Be aware of cleaning supplies running low and report this to the Site Manager.

8. PHYSICAL EFFORT

- Continuous lifting throughout the shift of classroom and other furniture.
- Pushing heavy cleaning equipment.
- Bending and stretching to move furniture and other articles around.
- Approx. 90% to 100% of the time

9. WORKING ENVIRONMENT

Some exposure to strong cleaning materials.

10. JOB ENTITLEMENTS

- Access to training and staff development according to personal development needs and the needs of the school
- Annual Performance Appraisal and reviews

11. ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

12. REVIEW OF DUTIES

The specific duties attached to any member of staff are subject to annual review and may, after discussion, be changed. The post-holder is expected to perform reasonable duties requested by the Headteacher from time to time, commensurate with experience, role and salary.

Signed colleague Date

Signed Headteacher Date: 01/07/2021