

| **Job Description: Site Service Staff (Cleaning)** | |
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| **Post holder** |  |
| **Hours** | 25 hours per week  Currently the shifts are: Term time 6.30am - 8.30am and 3:30pm - 6.30pm. School holiday periods 6.30am - 11.30am |
| **Responsible To** | Caretaker/Facilities Manager |
| **Main Purpose** | The cleaning team is responsible for the fabric of the school. Cleaners are given specific cleaning areas although it is expected that each team member will be prepared to discharge the duties of other colleagues as and when deemed necessary by the line manager |
| **Duties** | **CLEANING DUTIES**   * Cleaning designated areas of the school in accordance with the school cleaning specifications and to ensure these are kept in a clean and hygienic condition, on a daily, weekly, monthly basis as instructed by the line manager. * Cleaning, washing, sweeping, vacuum cleaning in a designated area of the school as allocated by the line manager (this area may be changed, depending on the needs of the school). * Cleaning of public areas, corridors, etc, children’s and staff toilets. * Emptying of litter bins. * Polishing and dusting of fixtures and fittings using powered equipment where appropriate.   DUTIES MAY VARY BETWEEN TERM AND CLOSURE PERIODS. |
| **Additional Information** | **HEALTH AND SAFETY**  Staff are required to   * Keep equipment, machinery and cleaning cupboards for which you are responsible in a clean and hygienic condition. * Follow all Health, Safety and Hygiene code/practices in relation to cleaning * Read the issued copy of the school’s Health & Safety guidance * Report faulty equipment, machinery to the Caretaker * Undertake relevant health and safety training * Wear the protective clothing provided and inform their line manager when articles need replacing. |