

Cleaner in Charge Job Description

Job Title: Cleaner in Charge

Grade of Post: £12.01 per hour

Hours of Work: 5:30am - 7:30am for 5 days plus 2 evenings of 4:30 - 7pm
15 hours per week term time only plus 5 weeks

Responsible to: Trust Facilities & Risk Manager

Purpose of the Job:

To provide a high standard of cleaning throughout their work.

Objectives:

- Lead a team of cleaners
- Keep track of stock levels and submit cleaning orders to the TCL
- Ensuring cleaning standards are met, giving feedback from their checks and the TCL's KPI's
- Assist cleaners in completing their induction and ongoing training
- Inform TCL of all absences including their own and complete any back to work meetings
- Arrange covering of areas due to long term sickness and other absences
- Dusting, sweeping, vacuuming, mopping, toilet cleaning, desk cleaning, etc
- Replenishing toilet rolls and soaps when necessary
- Cleaning internal windows and doors
- Emptying waste bins and taking waste to the bin store
- Operating floor cleaning machinery after training
- Mix and dispose of all cleaning solutions appropriately
- Notifying management of any repairs and maintenance issues
- Following all health and safety regulations
- Tackle heavy cleaning jobs upon request

Other Responsibilities:

- Work well in a small team
- Open and close the school daily
- Contribute to the overall ethos, work and aims of the school
- Attend relevant meeting and participate in training and other professional development activities
- Potential to work across other schools in the Trust so own transport would be beneficial
- Any other items requested by the Trust Facilities & Risk Manager or Head of School

Conditions of Employment:

- These duties are neither exclusive nor exhaustive and the postholder may be required to undertake other duties and responsibilities without changing the general character of the post in order to meet the needs of the school and as directed by the Trust Facilities & Risk Manager or Head of School
- The post is subject to Pay and Conditions and to other locally agreed conditions of employment

- The post holder duties must be carried out in the compliance with XP's Equal Opportunities and Health and Safety at Work Act (1996) requirements.