Evening Cleaner
Job Description

Job Title: Cleaner

Grade of Post: Grade 4

Hours of Work: 10 hours (Term Time + 25 days)
4:45pm - 6:45pm , Monday - Friday

Responsible to: Trust Facilities & Risk Manager

Purpose of the Job:

To carry out routine and specialised cleaning duties to a high standard, maintaining a clean, hygienic, and safe environment across the school premises in compliance with trust health and safety standards.

Key objectives:

- Core Cleaning Operations: Dusting, sweeping, vacuuming, mopping, toilet cleaning, desk cleaning, etc.
- Consumables & Supplies: Replenishing toilet rolls and soaps when necessary.
- Surface & Glass Maintenance: Cleaning internal windows and doors.
- Waste Management: Emptying waste bins and taking waste to the bin store.
- Equipment Operation: Operating floor cleaning machinery after training.
- Chemical Handling: Mixing and disposing of all cleaning solutions appropriately.
- Maintenance & Reporting: Notifying management of any repairs and maintenance issues.
- Health, Safety & Compliance: Following all health and safety regulations.
- Specialised Duties: Tackling heavy cleaning jobs upon request.

Additional objectives:

- Work well in a small team
- Open and close the school when required
- 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

Additional Information:

- These duties are neither exclusive nor exhaustive and you may be required to undertake other duties and responsibilities, without changing the general nature of the role, in order to meet the needs of the school.
- The role is subject to Pay and Conditions and to other locally agreed conditions of employment.

- Duties must be carried out in compliance with XP Trust's Equal Opportunities and Health and Safety at Work Act (1996) requirements.

The post holder must always comply with the XP Trust Staff Code of Conduct which includes the expectation to **read, understand and gain clarity around the professional documentation** within the XP Trust Staff User Guide and Staff Handbook Policies