

# Cleaner in Charge

## Job Description

<b>Job Title:</b>	Cleaner in Charge
<b>Grade of Post:</b>	Grade 4
<b>Hours of Work:</b>	22.5 hours (Term Time + 25 days) <i>5:30am - 8am, Monday - Friday</i> <i>plus</i> <i>3:15pm - 5:15pm Monday and Friday</i>
<b>Responsible to:</b>	Trust Facilities & Risk Lead

### **Purpose of the Job:**

To provide a high standard of cleaning throughout their work.

### **Key objectives:**

- Manage and oversee the performance and development of the cleaning team
- 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

### **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](#)