

SKIPTON GIRLS' HIGH SCHOOL

JOB DESCRIPTION

Title of Post: Cleaner

Salary: Spinal Point 8 - £7.90 per hour

Line Manager: Cleaning Supervisor

Line Manager and responsible for administration and reviews: Bursar & Site Supervisor

Hours of work: xx Hours per week, Term-Time + 1 week

Professional Responsibilities for all Associate Staff

All Associate Staff:

- Work within the Skipton Girls' High School Conditions of Service
- Support and promote the ethos, policies and development plan of the school
- Take part in performance management procedures within the school
- Attend and contribute to appropriate professional development meetings and training activities
- Undertake whatever other duties might reasonably be requested by the Head or Line Manager subject to appropriate competence and training

Specific responsibilities for this post:

Specific duties need to be interpreted in a flexible manner to meet the constantly changing demands of the school. Specific responsibilities and any changes which may occur need to be agreed with the identified Line Manager.

Main Duties:

1. Follow daily and weekly cleaning schedule 1 for cleaning area, carrying out work in accordance with local procedures and practices and Health & Safety Regulations to ensure a high standard of cleanliness and hygiene is maintained
2. Following COSHH risk assessments with Chemical Data Sheets for the chemicals being used (Orange ring binder in cleaning cupboard)
3. Maintain adequate supplies of cleaning materials and supplies in your area cleaning cupboard, as listed in Cleaning Schedule 1
4. Note in the log book any breakages, occurring deficiencies or need for repair to ensure health and safety procedures are followed and enable repairs to be carried out quickly.
5. Liaise with the Cleaning Supervisor prior to the holidays to agree which day in the holiday periods you will be in and agree the work to be done completing Cleaning (Holiday) Schedule 2. Holiday work as listed in Cleaning Schedule 1
6. Responsible for complying with instructions relating to safe working practices including working methods and procedures, wearing appropriate protective clothing, carrying out safety checks on all equipment before use, use and dilution of chemicals, as per COSHH Training and chemical data sheets
7. To carry out any other duties within the scope of the post as may from time to time be required

Signed **Post Holder**

Signed **Line Manager**

Date.....

Signing this job description indicates that it is a representation of duties performed which can, with agreement, be changed at any time. It is not an agreement to vary any contract of employment from Skipton Girls' High School Academy Trust.