

## The Folkestone School for Girls - Job Description

### Cleaner

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by actively following school policy & procedures.

<b>Post Title:</b>	<b>Cleaner</b>
<b>Post Holder:</b>	
<b>Purpose:</b>	To assist in the maintenance of the School as a clean, safe and secure learning environment
<b>Reporting To:</b>	Premises Manager
<b>Liaising With:</b>	Premises Team, any other relevant staff.
<b>Contract Type:</b>	Part time 15 or 30 hours in term time
<b>Disclosure Level:</b>	Enhanced
<b>FSG Scheme</b>	Band 2
<b>Main/Core Duties</b>	
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>▪ Is required to work outside of normal of normal School hours as directed when the School is open. This will be varied during periods when the School is closed. The Postholder may be required to respond to exceptional cleaning needs in a flexible manner</li> <li>▪ Cleaning designated areas as directed, working co-operatively and safely with other cleaning staff as required.</li> <li>▪ Emptying wastepaper bins in appropriate sacks.</li> <li>▪ Dealing with potentially hazardous/infectious material e.g. glass – in accordance with agreed safe working practices.</li> <li>▪ Removing waste to designated areas.</li> <li>▪ Reporting irregularities to the Premises Manager, as appropriate, where securing and safe storage of school equipment has not occurred.</li> <li>▪ Damp dusting, wiping or polishing, as appropriate, all furniture and surfaces as directed.</li> <li>▪ Sweeping, vacuuming, buffing, mopping and washing hard all floor surfaces, as appropriate.</li> <li>▪ Moving light furniture and equipment (e.g. desks and chairs) as required.</li> <li>▪ Clearing spillage's of materials and removing resistant stains in the school's specialist areas, cleaning in accordance with agreed safe working practices.</li> <li>▪ Cleaning of toilets and washrooms to the required standard.</li> <li>▪ Collecting and returning cupboard and room keys as necessary. Ensuring doors are re-locked as required.</li> <li>▪ Cleaning all equipment when finished with</li> </ul> <p><u>During School Closure Periods</u></p> <ul style="list-style-type: none"> <li>▪ Washing and disinfecting wastepaper bins.</li> <li>▪ Cleaning as appropriate walls (to a height that can be reached from the floor), doors, window blinds, furniture and empty shelves.</li> <li>▪ Assisted as necessary, cleaning floors and cleaning as appropriate.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Cleaning teaching boards.</li> <li>▪ Cleaning and polishing glass in doors and partitions as directed by the Premises Manager.</li> <li>▪ Floor polishing in School Halls and Reception areas.</li> </ul> <p><u>As required</u></p> <ul style="list-style-type: none"> <li>▪ To receive in-house training from the Premises Manager in the duties of the post.</li> <li>▪ To occasionally show working procedures to a new cleaner.</li> <li>▪ To notify the Premises Manager of breakage's and other safety hazards.</li> <li>▪ To collect up personal possessions left by staff or pupils, handing these to the Premises Manager for safekeeping.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>▪ To undertake training as necessary.</li> <li>▪ To follow procedures with regard to evacuation and emergency procedures.</li> <li>▪ To take reasonable care of his/her own health and safety and that of others who may be affected.</li> <li>▪ To engage actively in the performance management review process and to undertake reviews as required.</li> <li>▪ To continue personal development as agreed at your PMR.</li> <li>▪ To address the appraisal targets set by the line manager.</li> <li>▪ To carry out duties as outlined in the targets set each year.</li> <li>▪ To undertake any other duty as specified by the Premises Manager or SLT and not mentioned in the above.</li> <li>▪ To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.</li> <li>▪ To adhere to the School's policies.</li> <li>▪ To promote actively the School's corporate policies.</li> <li>▪ To inform the Estates Manager of any matter that would reasonably be considered to represent shortcoming in the arrangements for health and safety.</li> <li>▪ To show a record of excellent attendance and punctuality.</li> </ul>

Duties as listed above are in no order of priority and are not exhaustive. This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job description or the duties therein may vary or be amended by agreement from time to time without changing the level of responsibility associated with this post or the grade.

This Job Description will be reviewed annually as part of the Performance Management Review process.

Date Issued:.....

Signature of Post Holder: .....

#### **Job Description Reviewed**

Signature of Post Holder: .....

Signature of Appraiser:.....

Date: .....

#### **Office Use:**

Signature of Personnel Manager: .....

Date: .....