

DOVER GRAMMAR SCHOOL FOR BOYS

Cleaner - Job Description

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 Headteacher 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 for visitors. 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.

Specific Duties

Post	Cover Supervisor
Core Purpose	<ul style="list-style-type: none">To provide a comprehensive cleaning service to include dusting, vacuuming, washing floors, emptying bins, cleaning toilets etc. to ensure high standards of cleanliness and hygiene at all times and in accordance with the daily /weekly cleaning specification.
Contract Type	<ul style="list-style-type: none">Permanent, Term Time (including 5 INSET days) plus 10 days in the holidaysSalary: KR3 (Pro rata)
Hours	<ul style="list-style-type: none">10 hours a week (2 hours a day) Monday to Friday
Line Management	<ul style="list-style-type: none">Cleaning Supervisor

Main Duties	<ul style="list-style-type: none">To provide a comprehensive cleaning service to include dusting, vacuuming, washing floors, emptying bins, cleaning toilets etc. to ensure high standards of cleanliness and hygiene at all times and in accordance with the daily /weekly cleaning specificationTo maintain and clean toilets to ensure hygiene standards are met and to ensure toilets are replenished with soap, paper towels and toilet paper as necessaryTo ensure cleaning materials/supplies are replaced securely in the appropriate cleaning cupboardTo replenish hand towels and toilet rolls and to notify the Cleaning Supervisor when cleaning materials/supplies are running lowTo report any defects to the Cleaning Supervisor or School Business Manager to ensure health and safety procedures are followed and to enable repairs to be carried outTo undertake specified indoor cleaning duties including the inside surfaces of windows up to 11 feet (3m) from floor levelTo note and report as necessary on matters affecting the health and safety of persons on the siteTo cover, under the direction of the Cleaning Supervisor, for absent colleagues when requiredTo undertake, during holiday periods, a programme of holiday works to all areas including window cleaning, moving furniture to clean behind it, skirting boards, varnishing/polishing of floors etc. to ensure all areas are clean and freshTo undertake the removal of litter inside and around the buildingsTo undertake training courses as required and to assist in the training of other premises support staff as requiredAny other duties which relate to the overall purpose of the position, including standing in for absent cleaners when requiredTo ensure rooms are left secure after having been cleaned and that all windows are closed, and doors locked at the end of the dayIf required, to cover for the Premises Officers to unlock and lock the school site (by prior agreement with the Finance and Personnel Manager) to ensure the needs of the school are met.
-------------	---

Administrative Duties	<ul style="list-style-type: none"> • As requested by the Cleaning Supervisor, meet regularly to identify priorities, and set timescales for the completion of tasks • Take account of and implement all Health and Safety requirements relevant to your areas of responsibility • To address the appraisal targets set by the Line Manager • To attend training sessions as agreed with your Line Manager
Additional Duties	<ul style="list-style-type: none"> • To show a record of excellent attendance and punctuality • To adhere to the School's policies • Maintain a flexible approach to your responsibilities, undertaking additional responsibilities at the request of the Cleaning Supervisor, or at your own initiative, when the need arises • Contribute to the development of a team culture in which all those involved in the school are committed to the aims and involved in meeting the agreed objectives and targets
Responsible For:	Not Applicable
Liaising With:	Cleaning Supervisor, Premises Team, Support Staff
Disclosure Level:	Enhanced