

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.

Post Title:	Cleaner
Post Holder:	
Specific Duties	Under the direction of the Estates Manager to carry out duties and completing tasks that support Health & Safety, as well as the day-to-day running of the school. Following agreed processes and procedures and training to provide a safe and clean environment for themselves and other stakeholders. Areas covered: ▪ Cleaning duties, both scheduled and attending to reports ▪ Maintenance of cleaning equipment ▪ Site presentation ▪ Deliveries and restocking of areas ▪ Waste management ▪ Event set-up & close ▪ To aid in key roles supporting first aid and medical incidences
Reporting To:	Estates Supervisor
Liaising With:	Teaching and non-teaching staff, third-party service providers and team members within the Estates Department.
Contract Type:	Part-time, 15 hours per week term-time and 3 hours per week* during school closure periods. Post holders will work shifts between the hours of 07:00 and 19:00 based on the monthly rota. Overtime is offered during holiday periods at the discretion of the Estates Manager. *3 hours per week during school closure periods may be worked flexibly to suit the needs of the school, at the discretion of the Estates Manager.
Disclosure Level:	Enhanced
FSG Scheme	Band 2
Budget(s)	N/A
Main/Core Duties	

Main Duties:	• Carry out daily internal cleaning duties • Carry out additional tasks that support a clean & tidy site (window cleaning, dusting of outside areas, waste removal, recycling and event set-up & close etc) • Adult cleaning stock • Assist with deliveries • Manual Handling • Respond to radio requests for cleaning and supplies • Set-up barriers for queue management • Using specialist equipment and machinery to complete cleaning tasks. <u>Health & Safety</u> • Promote Safe Systems of Work across the Department. • To adhere to school documents that outline working practices, safe systems of work and Health & Safety.
Additional Duties	• To undertake training as necessary. • To follow procedures regarding evacuation and emergency procedures. • To take reasonable care of his/her own health and safety and that of others who may be affected. • To engage actively in the performance management review process and to undertake reviews as required. • To continue personal development as agreed at your PMR. • To address the appraisal targets set by the line manager. • To carry out duties as outlined in the targets set each year. • To undertake any other duty as specified by the Estates Manager or SLT and not mentioned in the above. • To instruct other members of the premises team to familiarise themselves with the tasks carried out by you so that a backup could be provided if necessary. • 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. • To adhere to the School's policies. • To actively promote the School's corporate policies. • To inform the Estate Manager of any matter that would reasonably be considered to represent shortcoming in the arrangements for health and safety. • To show a record of excellent attendance and punctuality and directly inform the Estate Manager in advance of any shift if unable to attend.
Skills and Experience	• Experience in cleaning in a commercial setting • High standards in cleaning • Understanding of Health & Safety within a commercial setting

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 Post Holder will be expected to undertake. However, the job description or the duties there in 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: