

Lancaster Girls' Grammar School

JOB DESCRIPTION	
JOB TITLE:	Cleaner Part-time / 10 hours per week / term time plus three weeks
PAY RATE :	SCP 1 £17,842 Pro-rata for 10 hours = £4,379.83 – £4,499.13 (pay award pending) £9.25 per hour
HOURS :	3.30 pm to 5.30 pm daily. 30 hours to be worked flexibly outside of school term time
RESPONSIBLE TO:	Senior Site Supervisor / Premises Manager
JOB PURPOSE:	Under the direction and instruction of the Senior Site Supervisor, to undertake the cleaning of designated areas within the School premises to ensure that they are kept in a clean and hygienic condition, to the agreed quality standards.
<p><u>Cleaning</u></p> <ul style="list-style-type: none"> - Cleaning, including closure cleaning - Sweeping, vacuum cleaning and mopping of floors - Emptying litter bins - Cleaning and sanitising surfaces, fixtures and fittings - Cleaning of changing rooms, toilets and shower facilities, including replenishment of paper towels, toilet rolls and disposables - Using appropriate powered equipment, eg. floor buffer - To inform site supervisor when there is low stock of cleaning materials and other disposables, etc - To undertake training in the correct use of cleaning equipment as appropriate - To inform Site Supervisor of matters requiring attention e.g. light bulb replacement, blocked toilets etc - To notify line management or other Senior member of staff, of any damage to buildings and equipment or anything that may be dangerous to pupils or staff - Additional cleaning for one-off occasions i.e. Open Evenings, Visits etc. 	
<p><u>General</u></p> <ul style="list-style-type: none"> - At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures, including risk assessments and take action where hazards are identified, including reporting any serious hazards to line manager - To fully participate in the School's appraisal scheme where appropriate - The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held. 	
<p>In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.</p>	