



A learning & caring community
where individuals are valued

Job Description

1. **Job Title:** Cleaner
2. **Responsible to:** Facilities Manager
3. **Responsible for:** n/a
4. **Hours per week:** 40 hours per week, Monday to Friday. Job share (2 x Part-Time) or 1 Full-Time
5. **Weeks per year:** 52 weeks per year

6. **Role Summary:**

To maintain a high standard of cleanliness and order in designated areas (school, college and administration offices); to maintain a pleasant demeanour and communicate with other staff in an open and flexible manner; to arrange the work schedule so as to maximise opportunities for cleaning times.

The Sheiling Ringwood is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check (formerly CRB) is required.

7. **Summary of Duties and Responsibilities:** *The post-holder will be responsible for:*
- a. working according to negotiated rota
 - b. ensuring that cleaning supplies are maintained and ordered in advance
 - c. using appropriate techniques for cleaning areas – vacuuming carpeted areas, sweep and mop wood and tile floors, mop bathroom floors, dust shelves and window ledges, spray and wipe windows, scrub and rinse sinks and toilets, wipe down white goods and work tops.
 - d. emptying bins and removing dust bin bags to the central location
 - e. tidying all areas as appropriate
 - f. maintaining order and tidiness of storage spaces and cleaning cupboards
 - g. ensuring that any toxic chemicals or cleaning fluids are stored securely in locked cupboards
8. **Additional duties and responsibilities:**
- a. maintain health and safety awareness at all times including use of signage for wet floors
 - b. attend regular training and in-service sessions appropriate to the position as directed by your Supervisor
 - c. Performing with appropriate professional care any other tasks, duties and responsibilities within reason that further the aims and objectives of the Sheiling Special Education Trust.

The Sheiling Special Education Trust reserves the right to vary or amend the duties and responsibilities of the post and the post-holder at any time according to the needs of its Charitable business.