## BLACKWOOD SCHOOL

**POST:** Staff Bank: CLEANER  
(Part time – daily hours as and when required)

**GRADE:** Spinal Column Point 8-13  
Salary £15916 - £16100 per annum pro-rata (£8.25 living wage)

**REPORTING TO:** The Site Manager and Cleaning Supervisor

**MAIN PURPOSE OF THE POST:** To clean school premises. This role is to cover sickness or temporary absence as and when required.

### MAIN ACTIVITIES

- This is a physically demanding role to include cleaning of premises (including toilets, classrooms, offices, etc.), furnishings and equipment to include vacuuming, deep cleaning, sweeping, washing, polishing, dusting and emptying of litter bins together with the operation of powered equipment where necessary to ensure that recognised standards are maintained. This role is to cover sickness or temporary absence as and when required.

- Provide cleaning of all accessible floors, internal windows, walls, partitions, ceilings, fixtures and fittings as directed by the Site Manager or Supervisor.

- The collection of rubbish and debris from the buildings and replenishing materials in toilet and amenity blocks required to maintain the necessary standard of hygiene.

- Use cleaning materials economically and accept responsibility for cleaning equipment and ensuring its safe usage and storage, and for washing pads, dusters, mops and floorcloths issued to them.

- Reporting to the Site Manager or Supervisor anything which they consider should be brought to his/her notice, i.e. Health and Safety issues.

- Complete and sign timesheets as required

- To attend training courses as considered necessary by the management team.

- To understand and comply with the general requirements of the Health and Safety at Work Act 1974.

- Any other appropriate work as required by the Site Manager or Supervisor.

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Be aware of and support difference and ensure equal opportunities for all.

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This job description was reviewed in 2017

**Note:** The content of this job description will be reviewed with the post holder on an annual basis in line with the School’s performance and development review policy. Any significant change in level of accountability that could result in a change to the interim grade will be discussed with the post holder and the relevant trade union.