



SCHOOLS COMPANY

TITLE OF JOB : **CLEANER**
LOCATION : **Central Devon Academy, Exeter**
GRADE : **C**

1. PURPOSE OF YOUR JOB

To assist the caretaker to provide a clean and safe environment for users of the school buildings and grounds.

2. MAIN AREAS OF RESPONSIBILITY

- General cleaning and upkeep of the school's buildings and grounds
- Cleaning of designated areas of the school buildings and grounds
- Additional deep cleaning of areas according to needs
- Internal painting and decorating
- General portorage duties including movement of furniture and equipment within the school
- Handyperson duties which may include minor repairs to furniture and fixtures and non-specialist tasks
- Deputise for the caretaker when required
- To contribute to a working environment which supports equal opportunities and anti-discriminatory practice.

3. ORGANISATION CHART

Principal

Schools Business Manager

Caretaker (s)

Cleaning staff

4. SUPERVISION

The post holder will work under the general and specific direction of the caretaker.

5. JOB CONTEXT

The post holder will have responsibility for specific cleaning and caretaking tasks, but can expect to assist the Caretaker in the full range of cleaning and caretaking duties anywhere in the school if required by operational needs.

6. CONTACTS

- Principal, Deputy Principal and School Business Manager
- Caretaker, teaching and support staff
- Pupils and visitors (including parents)
- Building trades contractors
- Cleaning staff

7. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working in a school or similar environment
- Flexibility and sensitivity to the needs of a wide range of users of the school is essential
- Knowledge of efficient cleaning methods and materials
- Evidence of success in handyperson or DIY tasks (paid or unpaid)

8. PROBLEMS AND DECISIONS

- Advising the Caretaker of faults to the buildings, fixtures and fittings which require specialist attention
- Subject to the direction of the Caretaker, the post holder is expected to act on his/her own initiative

9. FINANCE AND RESOURCES

Responsible for maintaining stock and equipment at appropriate level.
Will be a key holder for the site.

10. PHYSICAL EFFORT

Cleaning duties.

Moving and carrying furniture and other equipment e.g. desks, tables, chairs, DIY equipment such as ladders, carrying some deliveries to the school to wherever they are to be stored.

11. WORKING ENVIRONMENT

Some of the work may need to be done out of doors such as repairs, and security checks in wet weather.

12. ADDITIONAL INFORMATION

The post holder will be working alone for 75% of the time and may be alone in the building.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.