

Churchdown School

Job Profile Support Staff



Post Holder		Line Manager	Assistant Site Manager
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Title of Post	Pay Scale	Hours	Lunch	Holidays
Cleaner in Charge	£11.83 per hour	25-30 hours per week		

Principle Responsibilities of the Post

To work in a supervisory role organising the daily deployment of cleaning staff to ensure the school is a clean, hygienic, and safe environment.

Line Management Responsibilities

Main Tasks

1. To organise the daily deployment of cleaning staff.
2. To clean areas of the school in accordance with the 'Churchdown School Academy Cleaning Specification'.
3. To operate cleaning machinery in accordance with instructions and with training.
4. To dilute and use cleaning materials as instructed.
5. To collect and remove waste/rubbish from work area to collection point as directed.
6. To clean and maintain cleaning equipment as instructed.
7. To observe and comply with the Health and Safety Policy and Code of Practice for cleaning staff.
8. To comply with instructions relating to security and confidentiality.
9. Cleaning staff are expected to wear a tabard (as supplied by the school) and appropriate flat soled shoes such as trainers or similar footwear. Ballet shoes or shoes with heels are not appropriate.
10. This is a TERM TIME position, and you will be expected to work during the school term, taking your holidays in the school Holiday periods. All staff are expected to work during the last week of the summer Holiday period.

Signature: Postholder	Date	Signature: Line Manager