THE KING'S SCHOOL IN MACCLESFIELD

CLEANER

JOB DESCRIPTION

Job Title	Cleaner
Purpose	To ensure that high standards of cleanliness are achieved in accordance to specification, standards and satisfaction of the school and the Senior Management Team. Help maintain clean and safe facilities for all pupils, staff and visitors supporting our commitment to quality service and customer satisfaction.
Reports to	Cleaning Operations Manager and Estates Manager

Responsibilities	The precise definition of responsibilities will inevitably develop over time and will need to be flexible, but will include:
	
	• Perform cleaning duties in accordance with the standards laid down by the school and the cleaning schedule, typical duties include:
	  ➢ Washing, mopping, sweeping, buffing, vacuum cleaning, emptying rubbish bins, dusting & polishing all to the specification and areas required;
	  ➢ Cleaning internal glass, fixtures and fittings, using where appropriate powered equipment and cleaning materials according to the agreed procedures;
	  ➢ Cleaning and descaling of hand basins, toilets, urinals and showers;
	  ➢ Areas to clean include classrooms, laboratories, offices, meeting rooms, refectory/cafeteria, lecture theatre, drama studio, toilets and shower rooms, hallways, stairs & landings;
	• Working efficiently and effectively to ensure a high standard of hygiene and appearance;
	• Use appropriate cleaning products and equipment safely, efficiently and following COSHH guidance;
	• Remove all refuse/waste materials from your area of work to the designated refuse disposal area;
	• Replenish cleaning materials and other consumables such as hand soap, toilet rolls and hand towel dispensers as necessary with approved products to ensure daily cleaning can be completed in accordance with the cleaning schedule;

	• Work in a safe manner in accordance with school health and safety guidelines and policies and legislation to help prevent accidents; • Report any maintenance issues or safety hazards to management; • Attend training sessions and team briefings and complete any mandatory online training as requested by management; • Contribute to a positive team working environment by supporting other staff as needed; • Being flexible to move cleaning areas at the discretion of the Cleaning Operations Manager and SMT; • Be flexible in hours of attendance especially during school holidays when start and finish times may need to be altered as a consequence of other work being undertaken within the school. Other duties as may be assigned from time to time by a member of the Senior Management Team. This is not an exhaustive list and may vary as the school's requirements change.
Key skills	• Experience in commercial cleaning is preferred but not essential as full training will be provided. • Able to work well independently with minimal supervision and to manage your time and work effectively. • Able to clean in accordance with the cleaning schedules/instructions with good attention to detail. • Must be self-motivated and well organised. • Physically fit and the ability to lift within reasonable limits. • Strong team player, enthusiastic and motivated to work towards shared team goals. • Reliability and punctuality are essential.
Terms	This role has various shift patterns available, including zero hours to account for sickness and holiday cover as well as fixed hours. However, hours are subject to change dependent on the needs of the school. Please contact Paul Stubbs, Cleaning Operations Manager, for further details on paul.stubbs@kingsmac.co.uk or telephone 01625 260000. King's is strictly a no smoking site. Rate of pay: £13.20 per hour.

	All cleaners must attend work clean, tidy and well-presented wearing identification badge and appropriate clean uniform. Uniform will be provided. For permanent contracted cleaning staff, you will be entitled to all 22 days holiday (including four Christmas shutdown days). This increases to 27 days leave after five years' service. In addition, staff are entitled to all English Bank Holidays. Holidays must be taken in normal school holiday periods and subject to satisfactory staffing levels.