



**HECKMONDWIKE GRAMMAR SCHOOL**  
**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Cleaner
<b>SALARY:</b>	£10.50 per hour
<b>TERM:</b>	Part Time and Permanent
<b>SHIFT PATTERNS:</b>	12.25 hours per week Monday to Thursday 3.30pm to 6pm      Friday 3.30pm to 5.45pm <i>These hours may be varied during the school holidays</i>

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**MAIN DUTIES**

General cleaning of classrooms, offices, entrances and social areas and other associated areas of the School premises to achieve and maintain a high standard of cleanliness.

- a. Mopping, scrubbing and polishing of floors using appropriate machines;
- b. Vacuum cleaning;
- c. Dusting fixtures and fittings;
- d. Cleaning of sanitary areas (toilets and shower areas);
- e. Disposal of refuse;
- f. Securing rooms and areas of the school as required - ensuring doors and windows locked;
- g. Care and daily cleaning of domestic equipment.

Other tasks as reasonably requested by the Finance Director or Site Manager.

Many of the duties involve the use of industrial type cleaning equipment.

Only recommended methods of cleaning are used.

On the job training will be given in the use of equipment, methods of working and use of chemical cleaning agents.

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

***The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***