

Job Description

Xaverian College is a Catholic Sixth Form College in which members of staff are committed to the Mission of the College and exemplify Gospel values in the care and support of all community members.

Xaverian College is committed to providing a safe learning environment in which every community member can achieve their full potential, feels valued, safe and supported, is free from all forms of harassment, discrimination and anti-social behaviour. We are a college that promotes and celebrates diversity and which practices equality of opportunity.

Job Title **Cleaner**

Hours of work: 10
Monday to Friday: 4 pm – 6 pm

Salary Scale: £9.90 per hour

Reports to: Site Manager/Cleaning Supervisor

Job Purpose: To provide a high standard of hygiene and cleanliness throughout the College.

Main Responsibilities:

- To sweep, mop, dust and vacuum clean classrooms, laboratories, toilets, stairways and corridors
- To gather and dispose of rubbish.
- To check and clean toilets in the main areas of the College.
- To ensure there are sufficient supplies within the toilets and washrooms e.g. soap, toilet rolls, paper towels etc.
- To report breakages and replacement bulbs and/or fittings to the Site Manager.
- To safely and economically use cleaning materials, supplies and equipment.
- To safely store cleaning machinery.
- To have due consideration for all staff and students within the vicinity of the areas being cleaned.
- To assist in cleaning other areas of the College when required e.g. staff shortages.

Additional Duties:

- To support the effective safeguarding of all young people throughout the College.
- To adhere to College policies and procedures e.g. Health & Safety, Equality & Diversity etc.
- To attend meetings for all College Staff, as necessary.
- To undertake any other duties appropriate to the level of post as required by the Principal and designated line manager.

This job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

<i>Reviewed by:</i>	SC/EV	<i>Date of last review:</i>	March 2022
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