

St. George's School, Windsor Castle Job Description



Position:	Cleaner
Based:	St George's School
Reporting to:	Cleaning Supervisor and Business Director
Job Purpose:	To maintain all designated areas to the standard agreed.

Key responsibilities and accountabilities:

1. To clean and deliver a quality service according to set work schedules and procedures.
2. To ensure the correct cleaning equipment and materials are used.
3. To assist in implementing housekeeping policies to agreed standards.
4. To ensure that all cleaning cupboards and equipment are kept clean, hygienic and maintained. To ensure that all chemicals are always locked away when not in use.
5. To attend meetings and training courses as requested.
6. To perform other such duties as may be reasonably requested by the supervisor or school management.
7. To have regard to and follow all school policies and procedures.
8. In the event of absences and sickness a telephone call to the Supervisor and text to the Business Director's PA is required.
9. Employees must be aware of the responsibilities placed upon them under the Health & Safety Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for pupils, visitors and staff.

Hours: Annual hours requirement satisfied by daily 4am – 7.45am term time, and additional cleaning days worked during school holiday periods and occasional weekends.

Uniform is provided.