

Job Description

Job Title: Head Cleaner

Accountable to: College Business Manager

Salary Scale: S6C £17,138 - £18,922 pro rata

Location: Salisbury 6th Form College, Wiltshire

The Job Role

This role is pivotal to the smooth operation of the College on a daily basis. The job holder will be responsible for ensuring;

- the college provides a clean and safe environment for staff, students and visitors.
- the college site is secure
- there are robust and effective processes in place for health and safety
- to supervise cleaning staff to carry out their duties

Key Accountabilities:

Cleaning and Maintenance

- To maintain all areas of the College building in a clean, tidy and hygienic condition.
- To supervise and train cleaning staff to carry out their duties and resolve day to day operational problems, referring to the designated manager as appropriate
- To draw up a programme of work for the cleaning staff to ensure cleanliness is maintained.
- To maintain an adequate stock of cleaning materials
- To assist in the organisation and completion of major periodic cleaning activities
- To operate cleaning machinery appropriately and in a safe manner and to monitor cleaning equipment ensuring its proper upkeep and servicing and to report any defects to the designated manager.

Security

- Undertake college close down procedures including setting alarms.
- Act as a key holder for the site
- Report any major defects in building and security systems observed in course of duties

Health and Safety

- Promote the health and safety of students, staff and visitors at all times.

- To monitor the aesthetic appearance of the college and ensure maintenance tasks are reported as necessary

Other Duties

- To comply with college policies and procedures in relation to safeguarding, health and safety, security and confidentiality; reporting any concerns to the relevant person.
- To participate in a career development plan to improve performance over time
- To attend training and meetings as needed
- To undertake other reasonable duties as requested by the Principal