

JOB DESCRIPTION

Job Title: Site Cleaners x2

Reporting to: Finance Manager

Main Aim: Daily cleaning of site

Duties include but not exclusive to:

- Cleaning floors & surfaces in office spaces, classrooms & corridors
- Cleaning of toilets & staff kitchens
- Cleaning of reception & communal areas
- Emptying outdoor litter bins
- Replenish toiletries & bin liners
- Report faults or issues in a timely manner
- Deep clean of site during shutdown periods
- Cover for cleaning team re sickness & holidays

General GET Responsibilities:

- Promote GET and its business in a positive manner at all times
- Promote the equality, diversity and safeguarding of learners, staff and visitors at all times
- Contribute to the implementation of the company business plan, self assessment report and quality improvement plan and processes
- Maintain discipline and cleanliness at all times within the centre
- Ensure a high standard of health, safety and welfare to learners, staff and visitors at all times
- Ensure own training and development is up to date and relevant to current industry
- Comply and assist with GTAE requirements, audits and inspections
- We reserve the right to request employees to assist with reasonable additional duties as and when required; including attendance at careers fairs and similar business related events

Skills and/or Qualifications:

Essential:

- Previous cleaning experience
- Punctual, flexible & able to work to deadlines
- Good communication skills & friendly manner