

Rangiora High School

Te Kura Tuarua o Rangiora



2IC Cleaner

Role Description

Purpose of the role

To assist the Head Cleaner in ensuring high standards of hygiene and cleanliness throughout the school, providing supervisory support to the cleaning team, and stepping into leadership responsibilities when required

Role description

Tenure: Permanent, part-time

Reporting to: Head Cleaner (and Executive Officer in the Head Cleaner's absence)

Directly Supervising: Cleaning Staff (in the absence of or as delegated by the Head Cleaner)

Key relationships: Head Cleaner
Property team
Administration team

Remuneration: School Caretakers', Cleaners' and Canteen Staff Collective Agreement in accordance with skills and experience

Role functions

2IC & Operational Support

- Assist the Head Cleaner with overseeing daily cleaning duties and supervising staff to ensure high-quality, hygienic learning environments.
- Act as the point of contact and step into supervisory duties during the Head Cleaner's absence

Head Cleaner - Role Description

• Assist in monitoring stock levels of consumables and reporting supply requirements
• Support the onboarding and practical training of cleaning staff.
• Help ensure building security processes and site hazard identifications are maintained
Cleaning Duties & General Responsibilities
• Carry out scheduled daily cleaning tasks and maintain consistent, high standard cleanliness in designated areas.
• Take initiative to complete cleaning and tidying tasks outside designated areas when required
• Perform specialist cleaning tasks, including the removal of graffiti, human blood, or excrement when needed.
• Promptly report hazards, damage, wear and tear, or maintenance issues to the Head Cleaner.
Health, Safety & Professional Standards
• Comply with all school Health and Safety policies, procedures, and safety standards at all times to protect self and others.
• Maintain strict privacy and confidentiality regarding all school matters, including student work and information.
• Attend relevant team meetings and participate in professional development or safety training.
• Perform other reasonable duties as requested by the Head Cleaner

Education is an ever-changing environment. This job description is therefore focused on the important tasks and responsibilities. Whilst every effort has been made to explain the main tasks and responsibilities of this role, duties may vary from time to time, without changing the intention of the job description or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Head Cleaner - Role Description

This job description will be reviewed annually during the appraisal process and may be updated in light of the needs of students and the school.

Declaration

I have reviewed this role description and acknowledge the requirements of the role.

Name:	
Signature:	
Date:	