

## JOB DESCRIPTION

<b>POST TITLE:</b>	Cleaner
<b>RESPONSIBLE TO:</b>	Headteacher/Cleaning Coordinator or Senior Caretaker
<b>GRADE:</b>	A2 £12.65 per hour Term time plus 4 weeks
<b>POSTHOLDER:</b>	TBC

### Overview:

Ensure Trust Estates, comprising of its grounds, buildings and facilities are clean and tidy and well maintained to a high standard at all times and that services remain flexible to meet the particular demands of the Academy and Trust

The Trust has adopted a fully managed estates provision with the cleaning service centrally managed but responsive to the needs of the Headteacher as they work to serve their pupils, staff and communities.

### PERSON SPECIFICATION:

- Excellent communication, organisation and time management skills
- A flexible approach to work is essential with the ability to be open to adjustment, change and development.
- Ability to liaise with staff of all disciplines as necessary to promote cooperation with clear and effective communication within the establishment.
- A capable team player, who is organised and enthusiastic with the ability to complete tasks professionally whilst under pressure, working alone using your initiative or as part of a team
- Understand the importance of promoting and safeguarding the welfare of children
- To display a level of maturity and efficiency with such personal qualities as discretion, resourcefulness and warmth.

### MAIN RESPONSIBILITIES:

- To provide a high quality cleaning service across the whole school
- To be fully aware and comply with the control of substances Hazardous to Health Regulations (COSHH) and Health & Safety at Work Act 1974
- Maintain a tidy and well stocked trolley/cupboard to ensure you have adequate supplies of consumables such as cleaning cloths, cleaning products, paper towels, toilet rolls, hand soaps/sanitiser etc. reporting any stock shortages where necessary.
- Ensure your training is up to date and relevant to your role including but not exclusively, manual handling, safeguarding, fire/evacuation, Health & Safety

- Ensure the site is cleaned throughout including but not limited to classrooms, corridors, toilets, changing rooms, staff areas, offices with cleaning duties to include:
  - polishing furniture, cleaning window sills, doors, radiators, shelves, clearing rubbish, emptying bins, washing walls and cleaning floors (vacuum, mop, wash/scrub/buff machine)
- Ensure the site is kept clean and tidy at all times and ensure duties are being completed to a high standard, reporting any faults with cleaning equipment or the building to the site team or your Line Manager such as bulbs out, door handles loose or equipment failures
- To perform any other such duties commensurate with the level of this post as may be reasonably requested by the Headteacher/ Cleaning Coordinator or Senior Caretaker

**WORKING TIMES:**

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. The working week is an average of 12.5 hours per week.

**REVIEW:**

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holders responsibilities and duties.