



Job description:

Cleaner

Job details

Pay Scale: NJC Level 1D (Point 3)

Hours: 10 hours per week – Monday to Friday: 3.30pm – 5.30pm

Contract: Permanent

Job Purpose

To maintain school premises to the required standard of cleanliness; required to clean all rooms, toilets, cloakrooms, staircases, corridors, halls, laboratories and all other areas in use.

Main Responsibilities

- To carry out cleaning work to the required standard and as instructed by the Caretaker.
- To report to the Caretaker, or their authorised deputy, matters that are likely to affect their work or other matters they consider they should be aware of.
- To use cleaning materials appropriately and economically; to inform the Cleaning Supervisor when stocks are low.
- To ensure that tools and equipment are in good working order, reporting any faults to the Caretaker.
- To ensure that cleaners' storage lockers and cupboards are kept clean and tidy.
- To undertake any non-routine cleaning tasks as instructed by the Caretaker or authorised deputy. All cleaners are required to contribute to major cleaning tasks during the school summer holiday period.
- To work to Academy guidelines at all times, particularly in relation to the health and safety policy.
- To attend all essential health and safety training courses as determined by the management of the Academy.
- To practice and promote fair and equal treatment of staff and customers throughout the course of performing all duties contained within this job description.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake any other duties of a similar level and responsibility as may be required.