



Job Title: Cleaner

Grade: SCP 3 - 4

Responsible to: Site Supervisor/Headteacher

Responsible for: Cleaning a designated area of the school

Purpose of Job:

- To carry out general cleaning duties

Principal Responsibilities

- To carry out general cleaning of classrooms, of designated areas as directed

Main Duties

- To report to the relevant line manager any damages/vandalism noted or repairs that are required on a daily basis e.g. broken light fittings.
- To report any faults in relation to equipment to the relevant line manager on a daily basis.
- The safe operation of mechanical cleaning equipment.
- The collection and removal of refuse as directed by the appropriate line manager.
- The safe use of cleaning chemicals and their storage. Ensuring that strict control is observed in materials used and dilution ratios, to prevent wastage.
- To take part in 'In-Service' training as required.
- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Any other reasonable duties as requested by the Head teacher or the relevant line manager

The Post holder must promote and safeguard the welfare of the children and young people that come into contact with.

The Post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Academy.

The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy records and information.

The Post holder must carry out their duties with full regard to the Academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other relevant Policies.

The Post holder must comply with the Academy's Health and safety rules and regulations and with Health and Safety legislation.

In addition, the post holder will be required to undertake other reasonable duties within the level of the post as requested.