



Job Description

Office Cleaner

Reporting to:	Trust Finance and Facilities Manager
Liaising with:	Trust Central Team, Academy Site and Facilities Manager
Grade/Salary:	Grade 2 ScP 2-4
Hours of work:	10 hours per week Monday to Friday 7am to 9am
Location:	Lighthouse Multi Academy Trust, Central Team Offices, Davis Road, Willenhall

Core Purpose:

A Cleaner is part of the Trust's central shared services team responsible for ensuring that the designated allocated areas of the premises are cleaned, sanitised and safe for use. Working under the guidance of the Trust Finance and Facilities Manager, you will maintain the Trusts high expectations and health and safety regulations to deliver the best possible environment for our pupils, colleagues, and visitors.

The nature and intensity of the work required varies with the season. During academy closures and holidays, the team carries out programmes of special deep cleaning, and all cleaners are expected to contribute to these programmes.

Specific areas of responsibility and key tasks:

- To carry out high standards of cleaning duties as directed by the Trust Finance and Facilities Manager, or Academy Site and Facilities Manager.



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- To sweep, dust control sweep, spot mop and thoroughly mop all hard floor surfaces as directed.
- To spot vacuum and thoroughly vacuum all carpeted floors, upholstered furniture and other designated areas.
- To dust, control dust, and wash all furniture, equipment, fixtures, fittings, surfaces, pipes and skirting boards up to hand height. High-level dusting is to be carried out as required using high dust control extending frames in line with the working at heights policy.
- To clean and remove body fluids using safe handling procedures.
- To refill and replace relevant consumables, including toilet tissue and hand towels.
- To polish furniture and clean telephones, including mouthpieces, as directed.
- To empty, replace, and clean wastepaper bins, removing rubbish to designated collection points. This includes separating paper and craft waste to comply with re-use and recycling processes.
- To clean designated sanitary areas, including all toilets, urinals, sinks, basins, showers, baths, and associated fixtures and fittings.
- To carry out floor maintenance duties using the procedures, machinery, equipment, and materials provided. These duties include spray cleaning, machine buffing, stripping/re-polishing floors using water-based polishes, machine scrubbing, hand stripping, maintaining unsealed wooden floors, and carpet cleaning.
- To regularly remove finger scuff marks and splashes from internal glass doors, kick plates, walls, and paintwork, thoroughly cleaning these items as required.
- To wash walls, tiles, and ceilings above hand height from floor level using the equipment supplied.
- To remove graffiti and chewing gum using laid-down procedures.
- To thoroughly clean venetian and vertical blinds from floor level using methods and equipment as directed.
- To maintain a high standard of cleanliness and good condition for all machinery and equipment used, reporting any faults to the Trust Finance and Facilities Manager.
- To be aware of fire prevention and drill procedures.
- To lock doors, close windows, and return keys to the designated place as required by your specific shift pattern (primarily applicable to evening and full-time shifts).
- To maintain building security, client confidentiality and appropriate energy conservation within your designated cleaning areas.
- To work flexibly according to the needs of the service, which may include evening work for PM colleagues, covering team absences, or assisting with emergency site access if reasonably available.



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- To work collaboratively with colleagues, participate in the Trust performance management system and complete academy-based induction and subsequent training.
- To understand and comply with the Trust's Health and Safety Policy, ensuring all work meets the requirements of the Health and Safety at Work Act.

Other Responsibilities:

- To ensure the Trust fully reflects its ethos, aims, and policies, particularly those relating to equal opportunities and racial equality.
- To implement all Trust policies, procedures, and relevant practices, in particular those relating to the Health & Safety of colleagues, pupils, and visitors, as well as General Data Protection Regulations (GDPR).
- To comply with policies and procedures relating to child protection, welfare, security, confidentiality, data protection, and to report any concerns to the appropriate person.
- To work in accordance with the values, culture, ethos, equalities, and inclusion policies of the Trust, proactively promoting anti-racist, anti-sexist, and anti-discriminatory behaviours.

Other Tasks:

- To attend meetings as required, which at times may involve travel to Academy sites within the trust.
- To take action to improve outcomes for young people to support all academies in the Trust to be outstanding.
- To perform any task or duty under the reasonable direction of senior staff within the Multi-Academy Trust.

The Lighthouse Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.



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Our Ethos: Together, we shine brightly- lighting the way with ambition, blazing a path towards a brighter future for all.