

Job Description

Post title:	Cleaner
Salary:	Grade 1, SCP 2
Reporting to:	Cleaning Supervisor
Responsible for & Line Management of:	N/A
Contacts	Staff, Students
Disclosure level:	Enhanced DBS
Working Hours	15 per week, part time
Special Conditions	52 weeks per year
Job Summary	To undertake, as part of a team and under supervision, the cleaning of designated areas to ensure they are maintained in a clean and hygienic condition
Specific Responsibilities	Duties and Responsibilities: • Routine cleaning of premises and furnishings in all room types during term time, to include vacuuming, damp dusting, mopping, machine cleaning floors, polishing and emptying of litter bins • Periodic cleaning of premises and furnishing during periods of school closure, to include scrubbing/stripping of floors, wall washing, carpet shampooing and cleaning of internal glass • Use of all types of electrical cleaning equipment, eg scrubber/polishers, carpet extraction machines subject to appropriate training • Cleaning of toilets and sanitary areas to include where necessary the removal of body emissions to maintain the required standard of hygiene • Restocking facilities e.g. soap, paper towels. • Report when stocks are low. • Store all equipment and chemicals used in the appropriate manner • To work at all times under the direction of the Cleaning Supervisor and Site Manager. • Use of access equipment to clean areas not accessible from floor level subject to a safe system of work • To adhere to the Authority's policies, site policies and in particular those relating to the Health and Safety at • Work Act 1974
Systems, Policies and Procedures	• Work to expected standards and complete work within required timescales • Report any faults with materials and/or equipment as necessary • May complete checklists to say work has been completed • Advise supervisor of any safety issues
Team Involvement	• May demonstrate own duties to new or less experienced staff • Exchanges information with their supervisor, head teacher and possibly other staff
• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • The post holder must at all times carry out his/her responsibilities with regard to the Academy's policy, organisation and arrangements for Health and Safety at Work. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. • The Academy 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.	

- This Job description may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification – Cleaner

Category	Essential	Desirable	Method of Assessment
Qualification and Training	• Basic language, literacy and numeracy skills • Willing to undertake relevant training	•	Application Form and Interview
Experience and Knowledge	• Experience of general cleaning activities. • Knowledge of chemicals and proper use of cleaning equipment • A basic knowledge of health and safety requirements	• Ideally experience of working within an educational facility or similar environment	Application Form and Interview
Skills	• Able to undertake a range of manual cleaning activities. • Ability to maintain high standards of cleanliness in accordance with specified rotas • Self-motivated and able to use own initiative • Ability to integrate into a team environment	• Awareness of COSHH	Application Form and Interview
Personal Attributes	• Friendly, approachable and presentable manner, with the ability to communicate effectively with people at all levels • A flexible and enthusiastic approach to all matters • Willingness to undertake health and safety training as required, including first aid training. • Commitment to the values and ethos of the Academy • Commitment to equality of opportunity and the safeguarding and welfare of all students.		Application Form and Interview.