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Principal: Mrs C Stanyer

## Job Description

**Job Title:** Cleaner  
**Responsible to:** Senior Cleaner / Finance Director  
**Grade:** Grade 1

### Purpose of the post:

To undertake individually or as part of a team the cleaning of designated areas and associated accommodation to ensure they are kept in a clean and hygienic condition.

### Key Duties / Responsibilities

1. To carry out general cleaning duties as directed by the appropriate supervisor which may include the following tasks:-
  - Mopping
  - Sweeping
  - Vacuuming
  - Buffing
  - Polishing and dusting
  - Emptying of waste bins
2. To undertake training in the cleaning of building interiors.
3. To clean toilet facilities and associated tasks required to achieve a high quality of cleanliness.
4. To clean fixtures and fittings.
5. To use mechanical cleaning equipment as directed.
6. To ensure the safe use of chemicals, machinery and equipment when carrying out the cleaning function, in compliance with current COSHH and Health & Safety Legislation.
7. To report defects or breakdown of equipment to the Senior Cleaner or Site Manager.
8. To store equipment and cleaning materials in a safe, clean and tidy condition as directed.
9. To transfer all collected waste bags to designated collection points.

*Ormiston Meridian Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*



10. To participate in staff training and development processes.
11. To contribute to the overall performance of the academy Cleaning Team through personal performance and pro-active working.
12. To undertake any other duties appropriate to the post as may be required.