

JOB DESCRIPTION

Section: Domestic	Reports to: Assistant Facilities Manager
Job Title: Cleaner	Grade/Salary Range: 1a £16,824 pro rata
Working Pattern: TBC	Weeks per annum: 39

PURPOSE OF JOB

To provide an efficient and effective, responsive cleaning support to the academy, ensuring that the buildings, fixtures and fittings and surrounding areas are maintained in a secure, clean, safe and healthy condition to compliment and further the educational aims of the Academy

MAIN DUTIES AND RESPONSIBILITIES -

Cleaning of premises

- Thorough cleaning of designated areas anywhere across the Academy site, working either alone or as part of a team in a role that may require;
 - Emptying waste bins and transporting waste materials to designated collection points
 - Sweeping, vacuuming and/or mopping floors with allocated equipment
 - Use electrically powered scrubbing and polishing machines to clean floors after receiving proper instruction and training
 - Dusting, damp wiping or polishing furniture, worktops, ledges, window sills and the external surfaces of cupboards, radiators, shelves and fitments
 - Replenishing consumable items (soap, toilet rolls, paper towels) as necessary
 - Cleaning kitchens, bathrooms, changing rooms etc. including all fittings
- Undertake the assigned duties using only the provided chemical agents as directed by the supervising officer in accordance with COSHH guidelines for cleaning and maintenance procedures
- As requested undertake periodic 'deep cleaning' of areas including wall surfaces, windows and doors from floor level only
- Ensure that all cleaning equipment is kept reasonably clean and in good working order and that cleaning storage lockers, cupboards and laundry are clean and tidy.

Security of premises

- Ensure gates are locked and/or barriers are used at certain times as directed by the facilities manager/caretaker.

- Undertake the responsibility of a keyholder.

Health and Safety

- To complete all required Academy Health and Safety checks and ensure that all records are kept up to date in compliance with the academy policy for,
 - machinery including servicing and inspection
 - Storage and use of chemicals
- To help train other staff in aspects of Health and Safety
- Attend all essential health and safety training courses as determined by the management of the Academy.
- To contribute to any external Health and Safety or Fire Risk inspections by third parties
- Report Academy-wide Health and Safety issues to facilities manager/caretaker
- To record all accidents and near-misses in accordance with academy policy
- Draw attention of facilities manager/caretaker to any repairs and maintenance work required.

MAIN DUTIES AND RESPONSIBILITIES - OTHER

Other duties

- Prioritise workload as directed by the facilities manager/caretaker.
- Carry out reasonable instructions of the facilities manager/caretaker.
- To maintain confidentiality at all times in respect of Academy related matters and to prevent disclosure of confidential and sensitive information.
- Undertake any other duties of a similar level and responsibility as may be required from time to time.
- To work within and encourage the Academy's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To promote the safeguarding of children.

Note: This JD is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Head of Campus, without changing their general character or the level of responsibility entailed.

Signature Line Manager:

Date:.....

Signature Job Holder:.....

Date:.....