JOB PURPOSE

To provide a clean and pleasant working environment in order to facilitate the effective use of the academy by those staff and students who occupy it.

To maintain the highest possible standard of hygiene in order to minimise health risks to students, staff and visitors.

MAIN RESPONSIBILITIES AND TASKS

Under the direction of the Lead Cleaner:

1. Be responsible for cleaning allocated areas of the school site (this may vary from time to time), in accordance with the daily/weekly work rota.
2. Use cleaning materials as instructed.
3. Vacuum all carpeted areas and to wash or mop the floors of the cloakrooms and toilets in designated areas (Machine clean where practicable).
4. Sweep all the uncarpeted floors thoroughly.
5. Empty and clean bins and remove waste to designated areas.
6. Spot clean spillages.
7. Dust/wash carefully each morning with clean dusters/cloths, desks, seats, ledges, skirting boards and other places where dust lodges.
8. Clean toilets, toilet areas and the replenishment of toiletries at least daily and more often if required.
9. Cleanse hand basins in all toilets.
10. Wash off dirty marks on wall tiling and mirrors.
11. Clean internal glass, internal and external door glass.
12. Routinely clean lamp shades and light diffusers (strip lights). The height limit is eleven feet.
13. Carry out periodic cleaning of all internal surfaces to a height of eleven feet.
14. Periodically clean internal and external windows at ground level to a height of eleven feet.
15. Carry out such other duties as may be allocated from time to time.

16. Report all defects/hazards immediately to Lead Cleaner or Site & Premises Manager.

17. Undertake any other reasonable cleaning duties as requested.

HEALTH & SAFETY

All duties must be carried out in accordance with health and safety procedures, as follows:

1. Wear personal protective equipment and clothing e.g. goggles when mixing chemicals and water, dust masks when cleaning pottery rooms, rubber gloves.

2. Use correct colour coded equipment and consumables where necessary and appropriate e.g. cloths, gloves to prevent cross contamination.

3. Ensure safe care and correct use of cleaning chemicals**. N.B. Ensure that students do not have access to cleaning chemicals or any other hazardous substances used by the site & premises team at any time.**

4. Use 'dirty kit' in disposing of bodily fluids using correct bags and bins.

5. In the event of an accident, refer to COSSH data sheet for guidance.

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.

2. Participate in training and other learning activities and performance development as required.

3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with students, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.

4. Maintain absolute confidentiality and exercise discretion with regard to staff / student information and the Trust's business at all times.

5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at alltimes.

6. Undertake any other reasonable tasks and responsibilities as requested by the Head of School or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

This job description sets out the main duties associated with the stated purpose of the post. Other duties of a similar level/nature undertaken within the school may be asked.

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed in the light of those changing requirements and in consultation with the post holder.

PERSON
SPECIFICATION

Key criteria	Essential	Desirable
Technical or specialist	Knowledge of Health & Safety (COSHH/Manual Handling/ disposal of bodily waste/ chemical safety/machine competence)	
Literacy and numeracy	Literate (able to read health and safety data and site information? Basic numeracy for stock control and stock rotation (use by dates)	
Organisational		Knowledge of health and safety policies and procedures, e.g., manual handling
Knowledge and use of equipment Skills and abilities	Use of range of cleaning equipment, including specialist items e.g., wet pick-up, scrubber/driers	
Thinking creatively / Developing new ideas	Identifying areas of improvement within the site and contributing to changes in working practice Keep up to date written records Ability to communicate clearly	
Other manual skills	Operation of cleaning equipment and completing cleaning tasks	
Level of autonomy	The work is covered by guidelines and procedures The post holder will have regular contact with line manager	