JOB DESCRIPTION

POST: Cleaner

GRADE: Fixed Point 1

HOURS: 15 hours per (3.30pm to 6.30pm Monday to Friday), 52 weeks. Hours may alter for Academy events and holiday periods.

REPORTS TO: Site Manager

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.

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, e.g. 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.

- To work at all times under the direction of the Site Manager.

- To inspect and report any defects to the Site Manager.

- To replenish all consumables as and when required e.g. soap, toilet paper etc.

- Use of access equipment to clean areas not accessible from floor level subject to a safe system of work.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder’s salary grade, abilities and aptitudes.
The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.