



Job Description

Post Title: Cleaner

Pay Scale: Grade 1, Point 3

Responsible to: Site Manager/Senior Site Facilities Maintenance Officer

Main Purpose of the Post:

- To provide and maintain effective and efficient cleaning service in specified areas of the Academy premises.

Principal Accountabilities:

- Operate and use domestic and industrial cleaning equipment and materials.
- Manage and maintain equipment and storage areas in a clean and safe condition.
- Replenish hygiene requisites when necessary.
- Inform Academy Site Staff, or other designated person, of faults, damage and vandalism or any issue that may restrict the cleaning process.
- Secure and close internal doors and windows when necessary.
- Undertake general cleaning duties to the fixtures, fittings and internal fabric of the building which may include:
 - Emptying bins and removing waste to a designated area.
 - Mopping; sweeping; spray cleaning; machine scrubbing and drying; buffing; suction cleaning; wall washing; window cleaning; dusting; damp wiping; washing; polishing; and sanitary appliance cleaning.
- Undertake specialist cleaning tasks which may include:
 - Carpet cleaning; upholstery cleaning; removal of stains; chewing gum and graffiti; stripping and dressing/sealing floors; and descaling sanitary appliances.

General

- The above responsibilities are not exhaustive and are intended to describe the general nature of the role. Subsequently, the responsibilities may change or vary over time depending on the needs of the Multi Academy Trust; however, this will not change the character of the job or level of responsibility.
- The above responsibilities may involve having access to information of a confidential nature which may be covered by the Data Protection Policy (GDPR 2016). Consequently, confidentiality must be maintained at all times.
- The post holder must promote the Academy's Equal Opportunity Employment Policy.

- The post holder must be aware of, and comply with, policies and procedures relating to safeguarding and child protection, reporting all concerns to an appropriate person.
- The Health and Safety Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him or herself. Specific details are outlined in the Multi Academy Trust's Health and Safety Policy.
- Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him or her to perform the full duties of the jobs. If, however, a certain task proves to be unachievable, re-evaluation of the task will be given full consideration.

Knowledge, Skill and Experience:

- Respond to on the spot incidents requiring immediate attention/decisions on and off the Academy premises and/or without direct contact with a Senior Member of Academy Staff.
- Efficient and effective organisation and prioritisation skills over a range of activities.
- Effective interpersonal and communication skills and be able to relate to staff on all levels.
- Able to work as part of a team and work independently.
- Able to use initiative to identify, prioritise and respond to issues that arise – problem solving on a daily basis.
- Efficient and effective written skills.
- Have a flexible approach to work; may be required to alter hours to meet the operational needs of the Academy.
- Have an accurate and organised approach to work with an ability to meet deadlines.
- Able to respond appropriately when necessary and advise on relevant issues.

Creativity and Innovation:

- Engage with students and staff to maintain a positive environment.
- Work to Multi Academy Trust policies and procedures as stipulated in the Academy Handbook.

Decision-Making:

Discretion:

- Respond to on the spot incidents requiring immediate attention/decisions on and off the Academy premises and/or without direct contact with a Senior Member of Academy Staff.

Consequences:

- Positive impact on the cleaning service of the Academy premises.

Contacts and Relations:

- Contact on a daily basis with Executive Principal, Senior Leadership Team, Academy Staff for the exchange of information.
- Contact on a daily basis with students.
- Contact with Line Manager and Senior Leaders to raise issues and report information.

Responsibility for Resources:

- No responsibility for physical or financial resources.

Working Environment:**Work Demands:**

- Work arrangements are normally planned but are interrupted subject to staff/student needs.

Physical Demands:

- Work will require normal physical effort with periods of cleaning and moving/handling.

Working Conditions:

- Work will be undertaken in a normal school environment.

Work Context:

- Work is undertaken in a school environment and may be subject to challenge from parents and students.

Position in Academy:

- Indicate how many staff for whom the post holder is directly responsible: 0.

Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post. Moreover, the post holder may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

The post holder is required to hold an enhanced level Disclosure and Barring Service check.

Date of Job Description

Date copy sent to post holder

Staff signature

Line Manager signature