The Carlton Academy

Cleaner

Job Description

Location: The Carlton Academy

Salary: Redhill Academy Trust Pay Scale, Band 5, Scale Points 28

Hours of work: 15 hours per week, term time only plus two weeks.

Responsible to: Cleaning Supervisor

Post objective: As a member of a team of cleaners to undertake cleaning of the academy building and facilities in order to maintain a high standard of cleanliness and hygiene.

Main Duties and Responsibilities:

- To maintain all areas of the academy buildings in a clean, tidy and hygienic condition. This will involve cleaning, washing, sweeping, mopping, dusting, washing up, polishing and vacuum cleaning of designated areas to the required standard.
- Use powered equipment (scrubbing/buffing machines, wet pick up machines, vacuum cleaners) ensuring that cleaning machinery and other equipment is operated appropriately and in a safe manner.
- Emptying litterbins etc. and removing waste to designated areas.
- Cleaning of toilets and washrooms to the required standard where allocated and ensuring cloakrooms are stocked with soap, towels etc.
- Spray cleaning, scrubbing floors and re-sealing with polish.
- Cleaning of working surfaces and other furniture as directed.
- Clearing up after flooding and/or and other emergency cleaning.
- Undertake any other duties which might reasonably be expected by the Facilities Manager/Cleaner in Charge.

Working Environment

- Physical demands will be commensurate with general cleaning duties.
- There will be some exposure to dust, dirt and unpleasant conditions e.g. cleaning toilets.
- There will be regular low noise from machinery.
- There is some exposure to risk when the post holder is required to operate machinery (e.g. use of and some exposure to hazardous chemicals such as industrial cleaning materials)
- The post-holder will encounter members of the public, visitors to the academy, contract staff, students etc.

Personal Qualities

- An experienced cleaner with a good standard of knowledge of cleaning programmes and security issues.
- Pride taken in achieving an excellent standard of work.
- Helpful and friendly manner.
- Ability to communicate well with other staff.
- Ability to organise your own work.
- Ability to work on your own initiative and as part of a team.
- High level of punctuality and attendance.
- A working knowledge of Health and Safety at Work Act and COSHH regulations is desirable.
- Ability to work additional hours and outside of normal working hours when necessary.

General

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This role involves working in regulated activity with children and an enhanced DBS clearance is required for this position.