

JOB DESCRIPTION

Job Title: Cleaner

Grade: 1

Purpose of Job Role:

To work as part of a team to perform a variety of regular and one-off cleaning tasks as directed by the Estates Manager.

Duties and Responsibilities:

- To clean a specified area of the Academy to the required standard, as instructed by the Supervisor.
- Wash floors, surfaces, fixtures, fittings and walls up to a specified height.
- Clean inside of windows up to a specified height.
- Sweep and vacuum floors.
- Polish and dust surfaces and furniture.
- Clean toilets and shower areas.
- Use cleaning materials, as appropriate, and according to their instructions for use.
- Empty bins and remove rubbish from the premises.
- Report any damages to Academy property, or other relevant matters, to the Supervisor.
- Use power cleaning equipment as directed.
- To undertake relevant, non-routine, cleaning, as instructed by the Supervisor.
- To comply with the requirements of the health and safety at work regulations.

Any other duties as commensurate within the grade in order to ensure smooth running of the Academy.

Other responsibilities:

1. Take personal responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
2. Undertake and participate in relevant CPD and appraisal arrangements.
3. Follow all Academy systems and procedures.
4. Abide by and adhere to all Academy policies and practice including health and safety.
5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual young people, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. Promote the agreed vision and aims of the Trust.
9. May be required to work at other James Brindley centres as the needs of the Trust dictate.
10. Set an example of personal integrity and professionalism in line with the Employee Code of Conduct.
11. To promote value systems as defined within Keeping Children Safe in Education and to support inclusive practice.
12. To perform other such duties as the line manager, Vice Principal or Principal may from time to time determine.



By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.
New post holders are also consenting to annually renew their Update Service subscription.

Team/s: Centre Team

Responsible to: Facilities Manager, Centre Leader

Responsible for: n/a

Job description issued after consultation

Signature of the Principal.....

Date

Copy received by

Signature of the Post holder.....

Date

