

Job Title:	Cleaner	Job Category:	Support
Department/Group:	Facilities	Job Code/ Req#:	CLR1
Location:	Biggleswade Academy	Travel Required:	No
Level/Salary Range:	1A	Position Type:	Perm
Reports to:	Site Manager	Weeks per year:	39.8

Job Purpose

- To provide a clean and hygienic academy working environment

Job Description

Role and Responsibilities

To be responsible for cleaning designated areas of the academy site, to the required standard, as instructed and allocated by the Site Manager (this may vary from time to time) including:

- To vacuum all carpeted areas and to sweep and mop hard/tiled floor areas of classrooms and toilets
- To empty and clean bins and dispose of waste in the appropriate manner
- To spot clean spillages
- To dust/wash with clean dusters/cloths, desks, seats, ledges, skirting boards and other places where dust lodges
- To regularly clean toilets, toilet areas and the replenishment of toiletries etc.
- To cleanse hand basins in all toilets and sinks in other rooms
- To wash off dirty marks on walls, tiling and mirrors
- To clean internal glass, internal and external door glass
- To carry out periodic cleaning of all internal surfaces to recommended maximum heights
- To periodically clean internal and external windows at ground level to the recommended maximum height
- To clean equipment after use and ensure that cleaners' storage areas are clean and tidy
- To report faulty equipment and other maintenance requirements to the Site Manager
- Ensuring lights and other equipment are switched off as appropriate
- To be aware of and comply with policies and procedures and report all concerns to an appropriate person in respect of:
 - child protection
 - health, safety and security
 - COSHH Regulations
 - confidentiality
- Maintain the security of the school premises by securing entrances/exits as appropriate and reporting potential security breaches
- To treat all users of the school with courtesy and consideration, and promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times
- Appreciate and support other members of the cleaning team and the Academy as a whole

18. Attend relevant meetings and participate in training and development activities and programmes as required
19. Undertake other duties and responsibilities as required from time to time as commensurate with the grade of the post or the request of the Site Manager

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Qualifications and Education Requirements

Essential	Desired
<ul style="list-style-type: none"> • Basic standard of literacy to read instructions. • Ability to understand instruction 	

Experience

Essential	Desired
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Previous experience in a similar post

Knowledge & Skills

Essential	Desired
<ul style="list-style-type: none"> • Ability to work as a member of a team and independently or on own initiative • Ability to work under pressure at times • Commitment to achieving high standards of cleanliness and hygiene • Willingness to work additional hours when needed and be flexible • Happy to undertake training if required • Trustworthy and reliable • Ability to undertake all the physical aspects of the post • Ability to move and use domestic and industrial type cleaning equipment (polishers, vacuum cleaners etc.) 	<ul style="list-style-type: none"> • Knowledge of Health and Safety Regulations/COSHH Regulations

Reviewed By:	C Harrowing	Date:	September 2018
Approved By:	C Mooney	Date:	September 2018
Last Updated By:	C Harrowing	Date:	September 2018