Job Description

Job Title: Cleaner

Location: Robert Mellors Academy

Responsible to: Site Manager

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**

* 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**

* Liaison with other departments and staff as necessary.
* Attendance at staff meetings and INSET activities where relevant.
* To uphold and actively support the academy’s policies and procedures.
* Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.