

CLEANER

JOB DESCRIPTION

Salary: JCBA Grade C: £9,163 per annum (£12.42 per hour)

Responsible to: Cleaning Supervisor.

Terms and Conditions of Employment (key points)

- Term time only.
- Monday to Friday 3:00pm-6:00pm, 15 hours per week.

Key responsibility

Undertake cleaning of The JCB Academy's premises to ensure they are kept in a clean and hygienic condition.

Generic requirements

- Provide a first-class service to The JCB Academy's learners, staff, trustees and visitors.
- Ensure the principles expressed in the mission statement of The JCB Academy and those of JCB, the sponsor, are evident in every aspect of the discharge of the duties of the post.
- Model the highest professional standards to staff and learners in all aspects of the role.
- Be committed to working in a cohesive, supportive and forward-thinking team of colleagues which shares an ambitious vision to secure flagship status for The JCB Academy.
- Contribute to the formulation and implementation of The JCB Academy Development Plan.
- Work at all times to the standards set out in the Code of Conduct for Staff.

Specific requirements of the post

- Provide high quality cleaning to all areas of The JCB Academy as directed by the Cleaning Supervisor.
- Clean toilet and washroom facilities to achieve a high quality of cleanliness and hygiene.
- Replenish hygiene equipment, e.g. toilet tissue, soap and paper towels.

- Clean fixtures and fittings.
- Respond to emergencies by cleaning up after breakages, spillages, floods and fire damage and any other emergency cleaning.
- Empty waste bins and remove to the designated area.
- Collect/dispose of litter found around the building in a safe and efficient way.
- Use all cleaning materials and equipment in a safe and proper manner and in accordance with health and safety procedures and COSHH regulations, ensuring the correct use of PPE at all times.
- Report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Cleaning Supervisor.
- Assist the Cleaning Supervisor in controlling cleaning materials, hygiene provisions and stock, ensuring the Cleaning Supervisor is kept updated on stock availability.
- Carry out additional tasks at the request of the Cleaning Supervisor and/or Site Manager and/or Principal.

Key accountability measures

- Assigned tasks are completed to a high standard in accordance with deadlines.
- Good levels of customer satisfaction are achieved (measured by learner/staff survey).
- Cleaning and hygiene are of a good quality (measured by learner/staff survey).

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1. This job description is not intended as a comprehensive definition of the post. It will be reviewed regularly and may also be subject to modification or amendment at any time after consultation with the postholder.
 2. This job description may be varied to meet the changing demands of The JCB Academy at the reasonable discretion of the Principal.
 3. This job description describes the job function and does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.