

# Job Description

<b>Job title:</b>	<b>Cleaner</b>
<b>School:</b>	<b>Warwick Academy</b>
<b>Responsible to</b>	<b>Site Supervisor</b>
<b>Location:</b>	<b>Dulley Avenue Wellingborough NN8 2PS</b>
<b>Salary:</b>	<b>£12.26 per hour</b>
<b>Contract type:</b>	<b>Permanent</b>

## Core duties

To clean the interior of designated buildings within the Lion Academy Trust to the required Standards.

## General responsibilities

- To understand and comply with the Lion Academy Trusts Equal Opportunities Statement.
- To uphold and comply within the statutory provisions of the Health & Safety at Work Act 1974 and any other relevant legislation or Lion Academy Trust Policies and Procedures relating to Health & Safety at work.
- To carry out cleaning duties as directed.
- Occasional duties of a similar nature, up to and including those in the same grade. In the event of dispute about any such duty, the normal trade union/management negotiations will take place and status quo will apply until the matter is resolved.

## Specific duties

- You will be required to carry out all or some of these tasks for the area(s) in which you have been directed to work.
- To sweep/dust control sweep/spot mop/thorough mop all hard floor surfaces as directed.
- To spot vacuum/thorough vacuum all carpeted floors, upholstered furniture and other areas as designated.
- To dust/dust control dust/damp dust/wash all furniture, fixtures, fittings, surfaces pipes and skirting boards up to hand height as directed. High level dusting to be carried out as required
- To polish furniture as required.
- To clean telephones, including the mouthpiece as directed.
- To empty, replace and clean wastepaper bins.
- To remove rubbish to designated collection points, to include all paper waste to be collected in rubbish bags and craft waste to be removed in the receptacle provided.
- To clean sanitary areas as designated to include all toilets, urinals, sinks, basins, showers, baths and associated fixtures and fittings.
- Replace hand towels, toilet rolls, and hand soap as required.
- To regularly remove all finger and scuff marks, splashes etc, from internal glass doors, kickplates, walls and paintwork, and to thoroughly clean these items as required.
- To wash walls, tiles and ceilings above hand height as required using equipment supplied. This work to be done by operative from floor level.

- To remove graffiti, chewing gum etc, using laid down procedures.
  - To thoroughly clean roller blinds as required using methods and equipment as directed. This work to; be done by operative from floor level.
  - To understand and comply with the Lion Academy Trust's Health & Safety Policy.
  - To maintain the high standard of cleanliness and good condition of all machinery and equipment used by you, and to report any faults to the SSO.
  - To be aware of fire prevention and drill procedures.
  - To maintain client confidentiality and security of buildings, closing and locking windows as required.
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This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Line Manager within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

<b>Appointed Candidate's Name:</b>	<input type="text"/>
<b>Date of Appointment:</b>	<input type="text"/>
<b>Signature of Appointee:</b>	<input type="text"/>

By signing this job description, you are agreeing to its content and context at the date of signing. Please be mindful that this role can be subject to review by the Lion Academy Trust at any appropriate time in consultation with you.