

Salary:	NJC Pay Scale Grade B
Responsible to:	Business Manager
Date of Job Description:	06/09/2024

Purpose of the Role:

To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.

Main Tasks and Responsibilities

Key duties:

1. Undertake cleaning of allocated areas in line with specified standards and as directed;
2. Carry with, and respond to, radio instructions in relation to potential hazards, spillages or other cleaning requirements;
3. Carry out litter-picking duties both inside and outside of the building as directed;
4. Operate / use domestic and industrial cleaning equipment and materials, following appropriate training;
5. Responsible for storing allocated equipment and materials safely and securely;
6. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report problems with equipment and serious hazards to line manager immediately;
7. Handle cleaning materials in line with COSHH regulations;
8. Collect and dispose of waste;
9. Refill and replace soap, towels and other consumables;
10. Adhere to safeguarding procedures.
11. Ensure that buildings and sites are secure, undertaking daily security checks including locking and unlocking of buildings at predetermined times;
12. Keep and update records relating to maintenance, daily and weekly site checks
13. Test systems such as Fire Alarm

Individuals in this role may also:

1. Undertake specialised cleaning programmes during school closures or other designated periods;
2. Demonstrate cleaning duties to new or less experienced staff;
3. Some responsibility for the security of buildings.

Indicative knowledge, skills and experience

- Experience of cleaning and using cleaning equipment;
- Basic Numeracy and Literacy skills.

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.