



# KING EDWARD VI BALAAM WOOD ACADEMY

*Educational excellence for our City*

## **Job Description**

*~ Cleaners x 2 ~*

**King Edward VI Balaam Wood Academy, New Street, Frankley, B45 0EU**

<b>Title</b>	<b>Cleaner</b>
<b>Grade</b>	SCP2 FTE (£22,366) Actual salary: £8,475.94
<b>Hours</b>	15 hours per week, Term Time Only + 2 weeks 15:15 – 18:15pm Monday to Friday
<b>Reports to</b>	Cleaning Supervisor
<b>Disclosure level</b>	Enhanced
<b>Purpose</b>	<p>To work under the direction of the Cleaning Supervisor, either as an individual or as part of a team, in the cleaning of the designated area of work within the Academy.</p> <p>To provide a clean and pleasant environment in order to facilitate the effective teaching of pupils and its full use by those staff and pupils who occupy it.</p> <p>To help maintain the fabric of the Academy buildings.</p> <p>To maintain cleanliness in order to prevent any health risk from occurring in the Academy.</p>
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Carry out cleaning duties, including vacuuming, mopping, sweeping and buffing, in and out of term-time as directed, using the specified materials and mechanical cleaning aids (such as vacuum cleaner or buffing machine), as necessary to meet the site daily cleaning schedule.</li> <li>• During holiday time to ‘deep clean’ all areas, which may involve using carpet shampoos as well as other equipment previously noted.</li> <li>• Understand and adhere to Health and Safety Regulations ensuring that all work carried out is in accordance with legislative requirements, ensuring a safe working environment at all times.</li> <li>• Compliance with the Academy’s request to wear PPE at all times.</li> </ul>

	<ul style="list-style-type: none"><li>• To comply at all times with King Edward VI Balaam Wood Academy's Policies and Procedures.</li><li>• To attend training courses which are relevant to the post, i.e. COSHH, Manual Handling etc.</li><li>• Carry out any other reasonable tasks commensurate with the role as requested by Senior Leadership Team or Site Manager.</li><li>• Notify Deputy Headteacher of any planned absence or otherwise, at the earliest opportunity but not later than 9.30am on the day of absence.</li><li>• Any further duties as instructed by your Line Manager to ensure the smooth running of the school.</li></ul>
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This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**Postholder:**

**Postholder Signature:**

**To be reviewed on an annual basis.**

**October 2024**