

Brunts Academy

Job Description

Post Title: Cleaning Operative

Salary/Grade: £7525 per year

Contract: 15 hours per week, all year round

Reporting To: Cleaning Supervisor

Disclosure Level: Enhanced

Purpose:

To further enhance the cleaning standards on site.

Duties Specific:

- To work to defined cleaning processes, using allocated chemicals and powered equipment to ensure site building cleaning specification is met.
- To assist in emergency cleans as and when required (e.g. following flooding), returning site to acceptable standard as soon as possible.
- To provide effective and efficient liaison with site representatives in order to deliver excellent standards of customer care.
- To assist in maintaining cleaning standards in line with site requirements.
- This job description indicates the main areas of activity for this post. From time to time, however, other tasks/duties may be required but these will fall within the general area of responsibility and grade of the post. Any changes of a permanent nature will, following consultation with the employee, be included in the job description in specific terms and re-issued to you.

General:

- Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information.
- Responsibility for the safeguarding and promoting the welfare of children.

Health and Safety:

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Continuing Professional Development – Personal:

- Undertake any professional development necessary as identified in SIP.

Additional points

All staff are required to maintain confidentiality in relation to student's staff and parent information.

All staff are expected to comply with academy and trust policies.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your Head of School. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

Signed: _____

Print name: _____ Date: _____

Please return a signed copy to Zoe Revill (Trust HR Administrator) within 10 working days.