

Job Description

Title of post	<i>Cleaner</i>
Salary	<i>Grade A/B scale point 2 £22,366 FTE (actual salary: £7,773.45 per annum)</i>
Hours of work	<i>15 hours per week Monday to Friday 3pm to 6pm term time only, plus 1 week</i>
Line manager and responsible for reviews	<i>Cleaning Supervisor/Facilities Manager/Business Manager</i>

Professional Responsibilities for all Associate Staff

- Work within the NSAT Conditions of Service
- Support and promote the ethos, policies and development plan of the Academy/Trust
- Take part in performance management procedures within the Academy/Trust
- Attend and contribute to appropriate professional development meetings and training activities
- Undertake whatever other duties might reasonably be requested by the Head of Academy or Line Manager subject to appropriate competence and training

Overall Responsibility

To provide a high quality, effective cleaning service to ensure a clean and hygienic environment for all building users.

Main Duties/Responsibilities

Operational

To carry out cleaning duties within allocated timescales and to take a flexible approach in order to meet the school's requirements. Duties will include (but not exhaustive):

- General dusting of furniture, fixings and fittings
- Dust control mopping/sweeping of floors
- Vacuuming floors
- Cleaning and polishing floors using electrical buffing machine, carpet shampooer
- Damp/wet mopping of floors
- Polishing furniture, cleaning internal glass
- Cleaning of sanitary fittings
- To use cleaning materials as instructed
- Specialist cleaning (e.g. stripping & sealing of floors)
- Emptying of all bins and putting the waste in the external bins, ready for collection
- Wiping surfaces, fixtures, fittings and paintwork
- Store cleaning equipment and products safely and securely
- To fulfil the necessary administrative tasks associated with the responsibilities of the post

Safeguarding

To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

Health and Safety

- To be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- To perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line managers immediately.