



CLEANER JOB DESCRIPTION AND PERSON SPECIFICATION

Job purpose: To deliver a first class cleaning service to the Academy. Key responsibilities and accountabilities:

- To ensure that a high level of cleanliness is maintained throughout the academy on a daily basis
- Each cleaner will be responsible for an area and will be expected to clean to the frequency and standards set out by the academy
- To use cleaning materials appropriately, as instructed, and economically and inform Cleaning Supervisor when stocks are low
- To ensure that tools and equipment are in good working order, reporting any faults to the Cleaning Supervisor
- Empty and clean bins and remove waste to designated area
- Clean internal glass and internal and external door glass
- Vacuum and spot clean carpeted areas and wash or mop all other floors
- Spot clean any spillages
- Dust and clean fixtures and fittings
- Regularly clean toilets, hand basins and toilet areas and replenish toiletries as required
- Use electrical and mechanical equipment from time to time, including floor polishers, etc. after appropriate training
- Report any defects seen which are likely to affect security i.e. broken/cracked window, etc. to the Cleaning Supervisor
- Use all cleaning materials in accordance with manufacturers printed instructions and COSHH regulations
- Be aware of Health & Safety in relation to themselves and others
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed. The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.