

Job Description

Job title: School Premises Cleaner

Reports to: Headteacher and Estates Lead

Responsible for: Under the instruction/guidance of the Estates Lead, provide a clean and hygienic school environment, which meets specified cleaning standards.

Key Responsibilities:

Cleaning, according to specification for the premises

- Clean all surfaces, fixtures and fittings
- Clean floors, walls, partitions and internal woodwork, as appropriate
- Clean toilets, changing rooms and other sanitary areas
- Clean equipment after use
- Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises

Waste

- Collect and dispose of waste in an appropriate manner
- Clean and maintain waste bins

Resources

- Ensure the maintenance of a clean and orderly working environment
- Timely and accurate preparation of routine equipment/resources/materials as set out in

Instructions

- Undertake basic record keeping, as directed
- Refill and replace consumables
- Report faulty equipment and other maintenance requirements to an appropriate person

Security

- Maintain the security of the school premises by securing entrances/exits, as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off after use, as appropriate

General

- To attend meetings as required
- To complete the necessary paperwork in connection with the role
- To undergo designated training

- To comply with all health and safety requirements and wear appropriate clothing as required

Other

- Any other duties required by the Estates Lead or Headteacher, which is within the scope of this post.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To promote the safeguarding of children
- To carry out the duties and responsibilities of the post in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner

Health and Safety

- As an employee of the Academies for Character and Excellence, you have a responsibility to prioritise the health and safety of yourself, your colleagues, and any individuals who may be affected by your work activities. In accordance with our commitment to maintaining a safe and healthy work environment, you are required to adhere to the Trust's health and safety responsibilities.

Whole school and Trust commitment

- To demonstrate a commitment to the entire life of the school and to work with all members of the team to ensure the success of the whole school and the Trust
- To be supportive of the school's and Trust's extra-curricular activities
- To take an active part in the school and Trust's involvement with the wider community to ensure the children's safety at all time