



JOB DESCRIPTION

POST: Cleaner

LOCATION: Thorns Collegiate Academy

GRADE: Grade 1

REPORTS TO: Principal/Senior Vice Principal/Site Manager/Cleaning Supervisor

Post Summary

- To undertake, as part of a team and under supervision, the cleaning of designated areas to ensure they are maintained in a clean and hygienic condition.

Duties and responsibilities:-

- Routine cleaning of premises and furnishings in all room types during term time, to include vacuuming, damp dusting, mopping, machine cleaning floors, polishing and emptying of litter bins.
- Periodic cleaning of premises and furnishings during periods of school closure, to include scrubbing/stripping of floors, wall washing, carpet shampooing and cleaning of internal glass.
- Use of all types of electrical cleaning equipment, e.g. scrubber/polishers, carpet extraction machines subject to appropriate training.
- Cleaning of toilets and sanitary areas to include where necessary the removal of body emissions to maintain the required standard of hygiene.
- Use of access equipment to clean areas not accessible from floor level subject to a safe system of work.
- To adhere to the Trust policies and in particular those relating to the Health and Safety.
- Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions.
- All staff within the Academy will be expected to accept reasonable flexibility in working arrangements.
- To ensure the health, safety and welfare of employees, students and the public by complying with the appropriate Health and Safety Policies, organisations and arrangements and by the employment of Safe Working Practices and Risk Assessment Management.
- To actively participate in the Trust's policies and procedures with specific reference to Child Protection.
- To comply with the Trust's Smoke free workplace Policy.
- To participate in the operation of the Trust's Personal Performance Development process, and attend identified training.

- Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.