



## Job Description for Cleaner

<b>Grade</b>	SCP1
<b>Starting Salary</b>	£9.25 per hour
<b>Annual Leave</b>	Academy holidays
<b>Disclosure Level</b>	Enhanced
<b>Accountable To</b>	Cleaning Supervisor
<b>General Scope of the Post</b>	To assist in the general cleaning of the Academy as required.
<b>Key Tasks and Responsibilities</b>	
<ul style="list-style-type: none"><li>- Empty waste bins and remove litter into black bags.</li><li>- Vacuum floors in rooms, moving light objects such as desks, chairs etc. as required.</li><li>- Remove stains, spots and chewing gum using appropriate approved product.</li><li>- Mop/sweep floor (wet or dry), moving light objects such as desks, chairs etc. as required.</li><li>- Vacuum / sweep / mop common areas such as corridors, stairs etc.</li><li>- Dust or damp wipe surfaces and furniture such as computers, desks, walls, internal windows etc., as necessary to remove scuff marks, dust and graffiti.</li><li>- Wash sanitary fittings using disinfectant leaving surfaces free from contamination and cleaning solutions.</li><li>- Undertake such duties as may be determined from time to time within the scope of the post to support the general operation of the Academy.</li></ul>	
<b>Management / Supervision</b>	
None.	
<b>Creativity and Innovation</b>	
Work is carried out within defined Academy and legislative policies and procedures.	
<b>Contact and Relationships</b>	
Contact with Cleaning Supervisor, Site and Facilities Manager, Assistant Site Supervisors, Cleaners.	
<b>Decisions – Discretion</b>	
Work will be carried out within defined guidelines. Postholder will be able to prioritise tasks.	



### **Decisions – Consequences**

Impact on the cleanliness around the school which can quickly be identified and remedied.

### **Resources**

Cleaning equipment, buffer machine, vacuum cleaner, cleaning materials.

### **Work Demands**

Programme of work consistent but may be carried out in varying order.

### **Physical Demands**

Physical effort needed to carry out cleaning role, e.g. bending, manual handling, pushing etc. to use equipment such as buffers or vacuum cleaners.

### **Working Conditions**

It may be necessary to work alone, exposure to dirty areas as per normal for a school environment.

### **Work Context**

Working with cleaning materials and equipment.

### **Knowledge / Skills**

- Understanding of health and safety
- Safe working methods, in accordance with COSHH assessments for hazardous substances

### **General**

#### **Equal Opportunities**

- The post holder is required to carry out the duties in accordance with the Academy's Equal Opportunities policies.

#### **Health and Safety**

- The post holder is required to carry out the duties in accordance with the Academy's Health and Safety policies and procedures.