

Job Description

TITLE: Cleaner

RESPONSIBLE TO: Assistant Site Manager

GRADE: Band 1, Point 2

PURPOSE OF POST: Assist in the provision of a clean and safe working environment for the Academy.

PRINCIPAL RESPONSIBILITIES:

- Clean all designated areas following appropriate procedures.
- Use correct chemicals and cleaning materials as per instructions.
- Use and maintain all cleaning equipment reporting any faults appropriately.
- Ensure cleaning supplies and stocks are stored safely in a lockable area.
- Collect and prepare waste for collection and disposal.
- Replenish and replace consumables as required.
- Provide a safe and clean environment in accordance with health and safety requirements.
- Demonstrate and assist others in safe and effective use of specialist equipment and materials.
- To carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility.
- To work as part of a team and assist colleagues when required.

SKILLS & EXPERIENCE:

Essential

- Good interpersonal skills with staff, pupils, suppliers, contractors, parents, and members of the public.
- Use of cleaning materials & equipment
- Knowledge of cleaning Health & Safety
- Ability to work as a member of a team
- Attention to detail
- Able to work on own initiative.
- Able to work under pressure and meet deadlines.
- Desire to learn school systems and undertake job related training.
- Reliable
- Punctual
- Good attendance record
- Occasional need to be flexible

Desirable

- Experience of working in a school environment

KEY REQUIREMENTS:

- Some relevant experience
- Willingness to undertake COSHH and / or relevant Health and Safety training.
- Basic literacy and numeracy skills

This post is subject to enhanced disclosure.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.