

Job Description

Post: Cleaner

Purpose

To achieve a quality cleaning service by using established standards, procedures and safe working methods that provide a clean, hygienic, safe and pleasant environment for staff, students and visitors to work in or visit.

To be an active and flexible member of the team willing to assist, where required, in ensuring the smooth operation of the support services within the school.

Duties and Responsibilities

- Perform cleaning duties and procedures to predetermined standards; this will include daily, weekly and periodic tasks.
- Thoroughly clean sanitary ware including wash hand basins, toilets and urinals.
- Dry mop and damp mop hard floor surfaces using the correct colour coded equipment.
- Clean all surfaces including: damp wipe furniture, fittings, fixtures, ledges, skirting boards and radiators. Polish wooden furniture, clean and polish brass fittings.
- Collect refuse from waste bins into refuse sacks and safely remove to the designated waste collection area.
- Clean internal glass which includes glass panels in doors, partitions and, in some buildings, the internal facia of the external windows.
- Periodically clean painted walls and ceramic tiles including the daily removal of marks and stains on wall surfaces, doors and door plates.
- Manually handle furniture to facilitate cleaning procedures along with the movement and transportation of cleaning equipment and floor machines to work areas.
- Be responsible for your own equipment and materials, this will include safety checking, cleaning and correct storage of the equipment and materials after use.
- Report damage/repairs required to cleaning equipment and the fabric of the building immediately to the Operations Manager.
- Be responsible for the security of equipment, materials and cleaning storerooms.
- Ensure all cleaning tasks and procedures carried out provide a clean, hygienic and pleasant environment and do not put staff, students and users of the site at risk of subsequent accident or infection.
- Deal with any cleaning incidents as they occur throughout the day.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the line manager.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.