


<i>Job Description</i>			
<i>Title</i> CLEANER	<i>School:</i>  Sparken Hill Academy	<i>Post Ref</i>	
Grade 1 Point 2			
<p><b><i>General Description/Duties of Post</i></b></p> <p>Cleaners are appointed to work within the academy, under the general direction of the Principal who will be responsible for all staff within the school.</p> <p>The Cleaner will work under the leadership and supervision of Site Manager and Cleaner in Charge. Each Cleaner will be responsible for the cleanliness of a designated cleaning area within the site. Duties will include: vacuuming, washroom cleaning, sweeping, mopping, dusting, wash off furniture and window cleaning. (Occasional use of electrical clean machinery i.e. buffing machine, wet pick up).</p> <p>The cleaner must act as a responsible caring and professional adult treating all visitors, colleagues and children with respect. An awareness of health &amp; safety and ensuring academy practices are adhered to at all times is essential.</p>			
<p><b><i>Specific responsibilities include:</i></b></p> <p>These will be allocated by the Principal and Site Manager in accordance with scheme of cleaners for the academy and will include assisting with:</p> <ul style="list-style-type: none"> <li>• Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standards.</li> <li>• Emptying of litter bins and removing waste from designated areas.</li> <li>• Cleaning of toilets and washrooms to the required standard where allocated.</li> <li>• Spray cleaning, washing floors and re-sealing with polish.</li> <li>• Using powered equipment where necessary (scrubbing machines, wet pick –up machines, vacuum cleaners etc.)</li> <li>• Cleaning of work surfaces and other furniture as directed.</li> <li>• Clearing up after flooding and or other emergency cleaning.</li> <li>• Effective and efficient communication with site management and colleagues in order to deliver excellent standards of customer care.</li> <li>• Respect the need for professional confidentiality.</li> <li>• Be aware of how to get access to the first aid equipment, telephone, and of the fire evacuation procedure.</li> <li>• Adhere to onsite documentation and academy practice at all times with regards to all relevant Health &amp; Safety procedures (eg COSHH/ Risk Assessment etc.).</li> </ul>			

***General responsibilities:***

Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Note: It is expected that duties will be undertaken within contracted hours unless by agreement