

The Mast Academy Trust

Job Description

Post Title: Cleaner

School: Birdsedge First School / Shelley First School / Kirkburton Middle School / Scissett Middle School

Reporting to: Site Manager / School Business Manager

Salary within the range: Grade 1, SCP 6 equivalent to £9.00 per hour

Contract: Fixed Term

Purpose of the Post

To work as part of the Site Management team to ensure high cleaning standards are maintained within the School.

Main Duties

- To be responsible for cleaning as directed by the Site Manager / Business Manager
- To use cleaning materials provided and as directed by the Site Manager / Business Manager
- To operate cleaning machinery in cleaning soft and hard surfaces eg Vacuum cleaners and, occasionally, polishers.
- General duties to include:
 - Vacuum cleaning hard and soft floors
 - Cleaning toilets and associated sanitary ware & ironmongery eg sinks, taps, flush handles
 - Mopping and spray cleaning hard floor surfaces
 - Dusting, damp wiping, washing or polishing furniture, ledges, window sills and external surfaces of cupboards, radiators and shelves
 - Undertake occasional wall washing or inside window pane cleaning
 - Washing / polishing door glass and ironmongery
 - Emptying and cleaning waste bins
 - Replenishing consumable items eg soap, toilet rolls, paper towels as required.
- Reporting defects / hazards as required
- Deep clean processes as directed by the Site Manager / Business Manager

This list is not exhaustive and other duties may be allocated as required.

Standard Duties in all Trust Job Descriptions

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in safe environment.
- Participate in relevant and appropriate training and development as required.

Method of working

The Mast Academy Trust expects all staff to work effectively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, communicating with colleagues both formally and informally, offering guidance and information in accordance with Trust and School guidelines, policies and procedures when requested and contributing to the maintenance of the school environment. Employees are expected to make themselves aware of the relevant policies and procedures and are required to maintain confidentiality at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Employees must project a positive image of the School and Trust at all times and through all activity.

DBS certificate

The Mast Academy Trust takes its duty to safeguard the young people with which it works seriously. All Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

