

Job Description



Post Title:	Cleaner
Reporting to:	School Business Manager / Caretaker
Contractual Hours:	17.5 per week, Term Time plus five days.
Remuneration:	Scale 1 – SCP3 / £7,799 per year

Purpose of Post

The post holder will be required to achieve a quality cleaning service by using established standards, procedures and safe working methods that result in a clean, hygienic, safe and pleasant Academy.

Key responsibilities

1. The post holder must be able to perform their cleaning duties and procedures to pre-determined standards. This will include daily, weekly and periodic tasks.
2. The post holder will be responsible for the thorough cleaning of sanitaryware which includes wash hand basins, toilets and showers using the correct procedures to maintain high hygiene standards.
3. The post holder will be required to use electrical floor maintenance equipment for the maintenance of soft and hard flooring this will include wet and dry vacuum cleaners and floor polishing machines.
4. The post holder will be required to dry mop and damp mop hard floor surfaces.
5. The post holder will be required to clean all surfaces which will include damp wipe furniture, fittings, fixtures, ledges, skirting boards and radiators; the polishing of wooden furniture, cleaning and polishing of brass fittings; the vacuum and steam cleaning of upholstered furniture.
6. The post holder will be required to collect refuse from waste bins into refuse sacks and safely remove to the designated waste collection area.
7. The post holder will be required to clean internal glass which includes: glass panels in doors, partitions and in some buildings the internal fascia of the external windows; periodic cleaning of painted walls and ceramic tiles; and the daily removal of marks and stains on wall surfaces, doors and door plates.
8. The manual handling of furniture to facilitate cleaning procedures, and the movement and transportation of cleaning equipment and floor machines to work areas.
9. The post holder will be required to carry out high level cleaning of ledges, pipes, walls, fixtures and fittings using the appropriate cleaning equipment.
10. The post holder will be responsible for their own equipment and materials. This will include safety checking, cleaning and correct storage of equipment and materials after use.

The post holder must report damage / repairs required to cleaning equipment and the fabric of the building immediately to the School Business Manager.

11. The post holder will also be responsible for the security of their equipment, materials and cleaning storerooms including the responsibility for keys, internal and external access keys / fobs, and door alarms to small premises.

12. The post holder will be required to open and close the building and grounds as appropriate. They may also, at times, be required to provide access to the site for contractors.

Knowledge

Numeracy and literacy skills are required to complete timesheets, equipment and material order forms and other procedural documents. Also, to understand instructions both verbal and written, such as health and safety requirements for buildings and cleaning procedures.

Confidentiality is required of both personal and building related information, use of internal and external building security systems, and alarm numbers.

Skills

To be able to complete all cleaning tasks within time constraints for allocated areas of work and to the required standard of performance. Good communication skills are required to communicate effectively with colleagues, the Senior Leadership Team, and internal and external clients. Interpersonal skills are required to be able to interact with colleagues, clients and the ability to work within a team to achieve the expectations of the clients and management team.

Initiative

Able to respond to situations as they arise which affect the day-to-day cleaning and periodic tasks. This will include for example, the failure of cleaning equipment and systems, changes to security arrangements and staff shortages, and changes to cleaning rotas to accommodate Academy events and room availability.

To be self-motivated to achieve the specific tasks required to the pre-determined standard of performance within the work area and to be responsive to problems and, in respect of complaints from clients, rectify any unsatisfactory tasks by the next cleaning period.

Demands

The physical ability to use all types of mechanical and electrically operated floor machines, to be able to reach difficult areas / small places, bend, lift and carry materials and transport equipment throughout the site(s). This also includes the continuous use of floor machines when carrying out floor treatments, and the movement of furniture to facilitate cleaning activities.

People Responsibilities

Responsible for ensuring that all cleaning tasks and procedures carried out provide a clean, hygienic and pleasant environment and do not put clients and users of the site at risk and

subsequent accident or infection. That cleaning procedures carried out do not damage or make unfit for use, any fixtures, fittings, floor and wall surfaces.

Responsible for working safely, following COSHH procedures, and ensuring that work areas are safe for others, including the clear identification of temporary hazards e.g. wet floors, trailing wires etc.

The responsibility to ensure that the building security arrangements such as keys, security fobs are not compromised and keys / fobs are not given to unauthorised persons. To not allow any unauthorised person access to the work area / building without an Academy identity card.

Resources

Responsible for the proper use of equipment and materials which must be kept clean, properly stored and secured when not in use. Responsible for a clean and tidy store cupboard / room and reporting any fault to equipment and the fabric of the building.

Responsible for wearing and looking after identity cards, uniform, protective clothing and safety equipment.

Conditions

There will be a requirement to respond to accidental spillage, cleaning of bodily fluids and damage which may be offensive. Also, to respond to occasional high levels of dust following building works, which will require the use of additional protective clothing and additional cleaning.

Note:

These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities and activities relating to the general administration and control of the school as may reasonably be required.