

JOB DESCRIPTION/ PERSON SPECIFICATION

Position	Cleaner
Responsible to	Facilities Operations Manager

Job Description	
Core Purpose	To maintain high standards of cleaning throughout the Academy premises.
Key Areas of Responsibilities and Accountability include:	
<u>Core Duties:</u>	
1. The vacuuming of rooms and corridors and emptying all waste bins	
2. Cleaning the glass and mirrors	
3. Dusting the cobwebs	
4. Sweeping and mopping floor surfaces	
5. Cleaning toilets	
6. Cleaning areas as assigned	
7. Ensuring that rooms are odour free	
8. Reporting anything in need of repair or replacement to the appropriate person	
9. Keeping individual cleaning area and space clean and tidy at all time and cleaning materials safely stored	
10. Adhering to Health & Safety policies and procedures, in particular with regard to the use of chemicals and the avoidance of slips and trips.	
11. Being prepared to receive and undertake further training as required.	
<u>Other:</u>	
1. Attend staff meetings as required.	
2. To participate in a personal staff development/appraisal process in accordance with Academy	

policy

3. Carry out any other reasonable responsibilities, as directed by the Headteacher, compatible with the role and grade of the post.

Person Specification

Qualifications and Professional Development

Essential

- Not essential training will be given.

Desirable

- Current First Aid certificate

Knowledge, Skills and Competences

Essential:

- Ability to work as part of a team
- Be familiar with the required Health & Safety standards regulations governing the post

Desirable:

Basic understanding of school policies and procedures

Experience

Essential

- None required

Desirable:

- Experience of working in an educational environment