## JOB TITLE: Cleaner

**REPORTS TO: Site Manager**

## GRADE: TLW

**JOB PURPOSE**

To participate in the provision and maintenance of an effective and efficient cleaning service in specified areas of the School’s premises. Routine duties may vary between term time and School closures and to cover for absent colleagues.

**KEY CORPORATE ACCOUNTABILITIES**

* To actively promote the Trust’s Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
* To maintain awareness of and commitment to the Trust’s Equal Opportunity Policies in relation to both employment and service delivery.
* To fully comply with the Health and Safety at Work Act 1974 etc, the Trust’s Health and Safety Policy and all locally agreed safe methods of work.
* At the discretion of the HR Director, such other activities as may from time to time be agreed consistent with the nature of the job described above.
* To work with colleagues to achieve service plan objectives and targets.
* To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

**PRINCIPAL ACCOUNTABILITIES**

* Emptying bins and removing waste to a designated area; mopping; sweeping; spray cleaning; wall washing; window cleaning; dusting; damp wiping; washing; polishing; sanitary appliance cleaning. Also, as required and following appropriate training, machine scrubbing and drying; buffing; suction cleaning.
* Specialist cleaning tasks which may include carpet cleaning, upholstery cleaning, removal of stains, chewing gum and graffiti etc, stripping and dressing/sealing floors, de-scaling sanitary appliances.
* Operating/using domestic and industrial cleaning equipment and materials following appropriate training.
* Keeping equipment and storage areas in a clean and safe condition.
* Replenishing hygiene requisites as appropriate.
* Informing senior staff or other designated person of faults, damage and vandalism or any issue that may restrict the cleaning process.
* Securing/closing internal doors and windows as appropriate.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

I confirm that I have read and understood, and that I accept, the above job description:

Signature : …………………………………… Date: ……………… Name in full ……………………. …….