

Job Description Whitley Academy



Job Title: Cleaner (temporary maternity cover)

Grade: £7.83ph

Team: Cleaning/Catering

Hours: 16 hours per week term time only
(2.30pm – 5.50pm Mon to Fri)

Location: Whitley Academy

Job Purpose:

To undertake, normally as part of a team, the cleaning of designated areas within a college, school or other establishment, to ensure that they are kept in a clean and hygienic condition.

Main Duties and Responsibilities:

1. Cleaning, washing, mopping, sweeping, buffing, vacuum cleaning of all designated areas.
2. Emptying rubbish bins.
3. Polishing and dusting of the designated areas, (may include toilets and shower areas).
4. Cleaning windows, fixtures and fittings, using where appropriate powered equipment and cleaning materials according to the agreed procedures.
5. Moving furniture and equipment to assist cleaning.
6. Open and lock doors as required, collecting and returning keys to caretaker or other supervisor.
7. Makes sure that work is carried out to the standard required by the Cleaner-in-Charge.
8. Act in accordance with DSO practice that clients are treated courteously.
9. Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the Whitley Academy Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Whitley Academy Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to: Catering/Cleaning Manager

Date Reviewed: January 2018