Cleaner
West Drayton Academy

Job Description

Reporting to	Estates Manager
Grade	1a

Job Purpose

To establish and maintain a high standard of cleanliness within the allocated areas in line with the cleaning specification

Key Accountabilities

The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.

Main Duties and Responsibilities

- Carry out the cleaning of the interior of the school to agreed standards
- Vacuum cleaning hard and soft floors
- Spot cleaning of spillages
- Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
- Emptying and cleaning bins
- Cleaning toilets including sanitary fittings and surrounds
- Mopping and spray cleaning hard floor surfaces
- Wiping, polishing furniture
- Replenishing janitorial supplies in toilets
- Checking and closing windows, switching off lights after work
- Identify issues of concerns and refer to appropriate person in school
- To check all equipment prior to work being carried out
- Ensure health and safety of colleagues and self is adhered to at all times in accordance with relevant policies and procedures
- Undertake annual cleaning activities as instructed by Janitor/Site Manager

General

- Maintain confidentiality in and outside the workplace;
- Support the implementation of academy policies;
- Promote the inclusion and acceptance of all pupils;
- Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action;
- Attend and participate in meetings and training opportunities;
- Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

Confidentiality
During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection
During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

Safeguarding
In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post.

Person Specification

Criteria	Essential	Desirable
Experience & Qualifications	• Able to work effectively in a team and independently	• COSHH awareness
Skills & Knowledge	• Ability to use various cleaning machinery and cleaning substances • Adequate knowledge of potential Health & Safety hazards in a school setting • Able to understand and communicate effectively and clearly in the English language • Able to read, understand and follow instructions • Able to maintain an orderly and safe working environment • Committed to learning new skills • Able to identify and respond effectively to potential and existing hazards • Ability to be consistent in applying school policy •	• Previous work as a cleaner in a similar establishment to a school • Able to develop knowledge and experience of the appropriate use of cleaning materials and equipment
Personal Qualities	• Demonstrates a positive outlook towards all colleagues regardless of cultural and religious diversity • Able to demonstrate initiative • Able to identify issues of concern and refer to the appropriate person in school • Committed to excellent time keeping and attendance • Able to effectively manage more than one task at the same time	