

JOB DESCRIPTION

Post title:	Cleaner
Academy:	Sedgefield Community College
Reporting to:	School Business Manager
Salary/Pay range:	Grade 1, Point 3 £18,562 whole time, £8,026.81 actual
Hours of work:	16 hours per week, all year round Mon – Thurs 3.15 pm – 6.30 pm Fri – 3.15pm – 6.15pm

Purpose of Job

To provide efficient and effective cleaning support to the Academy, including ensuring that the security and general appearance of the building and surroundings are maintained in accordance with the required standards.

Main Duties and Responsibilities

- To clean the carpets with an industrial cleaner.
- Sweeping hard floor surfaces with brushes or dust control mops.
- Mopping floors with wet or damp mops.
- Vacuum cleaning carpeting areas and “spot” cleaning carpets.
- Using electronically powered cleaning machines, and pick up machines.
- Emptying and cleaning waste bins or similar receptacles, transporting waste material to designated collection points.
- To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces or cupboards, radiators, shelves and fittings.
- Wiping, polishing and straightening furniture.
- To replenish items, such as soap, toilet roll, paper towels as and when required.
- To clean sanitary fittings including toilets, urinals, hand basins, sinks and drinking fountains.
- Replenishing janitorial supplies in the toilets.
- Using chemical agents as and when required to carry out cleaning duties.
- To undertake wall washing and inside window cleaning.
- Checking and closing windows, switching off lights after work.
- Any other duties as may reasonably be requested by the Site Supervisor /Business Manager.
- During periods when school is closed undertake routine cleaning throughout the school this may include high level dusting, wall washing, stripping and sealing floors.
- Any other duties as may reasonably be requested by the Head Teacher. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety

- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2021 where required