

Job Description			
CLEANER NJE Grade 2 scp 2 Living Wage Applies	QUARRYDALE ACADEMY	Post Ref Profile Premises 1	
Job Purpose Under the direction and instruction of Site Management and Senior Staff, to undertake the cleaning of designated areas within the Academy premises to ensure that they are kept in a clean and hygienic condition, to the agreed quality standards			
Key Responsibilities			
<ol style="list-style-type: none"> 1. Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standards 2. Emptying litter bins, etc., and removing waste to designated areas. 3. Cleaning of toilets and washrooms to the required standard where allocated 4. Spray cleaning, scrubbing floors and re-sealing with polish. 5. Using powered equipment where necessary (scrubbing machines, wet pick-up machines, vacuum cleaners). 6. Cleaning of working surfaces and other furniture as directed. 7. Clearing up after flooding and/or any other emergency cleaning. 8. Effective and efficient on site liaison with site representatives in order to deliver excellent standards of customer care. 9. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions 			

Person Specification	
Education and Knowledge Basic literacy and numeracy skills gained from general education or equivalent necessary to undertake a limited number of tasks. Knowledge of cleaning procedures and use of basic cleaning equipment and products.	Personal skills and general competencies Ability to work to deadlines Ability to read and apply COSHH data applicable to cleaning materials used Ability to work on own and as part of a team Personal drive to produce a clean and tidy place of work for all staff
Experience Previous cleaning experience in a school environment is desirable.	