



## THINKING SCHOOLS ACADEMY TRUST JOB DESCRIPTION

<b>Job Title:</b>	Cleaner
<b>Accountable to:</b>	Site Managers / Operations Officer
<b>Salary:</b>	Grade B Point 2 £20,441 (£10.60 an hour) Pro rata at point 2 £9,211.38
<b>Hours per week:</b>	18 hours/week, 42 weeks per annum 39 weeks term time plus 1 week during the Easter holiday and 2 weeks during the summer holiday
<b>Job Purpose:</b>	To provide an appropriate level of cleanliness throughout the Academy
<b>Hours:</b>	18 hours/week 3.00pm-5.30pm Monday to Thursday and 3.00pm-5.00pm Friday based at Borough Road and Wednesday to Friday 6.15am-8.15am based at Waterleat Road.

### **JOB TASKS**

1. To undertake the cleaning of designated areas within premises to ensure that they are kept in a clean and hygienic condition to meet the Academy's specification.
2. Duties will include cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas, which may include toilets, shower areas, fixtures and fittings, using where appropriate powered equipment.
3. To follow Health & Safety guidelines and COSHH
4. To attend training sessions when requested.
5. To be aware of and adhere to the security needs of the Academy.
6. To complete all forms as requested.
7. To report defects such as broken furniture/fittings etc.
8. To sign in and out with the evening caretaker.
9. To undertake any other duties as requested by the line manager.