

JOB DESCRIPTION

Post Title:	CLEANER	
Name:		
The main purpose of the job is outlined below.		
Core Purpose:	a) b)	Under the direction of the Leading Cleaner the post holder is responsible for ensuring the Academy buildings are cleaned to the standard required. Health and Safety compliance
Responsible to:		Premises Manager

Area of Accountability 1:

CLEANING:

- General cleaning duties as directed around the Academy to the required specification in the absence of the permanent member of staff, including hoovering, mopping, dusting etc.

Area of Accountability 2:

HEALTH AND SAFETY:

In addition, all duties must be carried out in accordance with health and safety procedures, as follows:

Wearing personal protective equipment and clothing e.g. dust masks, rubber gloves when cleaning pottery rooms

Correct use of colour coded equipment and consumables e.g. cloths, gloves to prevent cross contamination

Safe care and correct use of cleaning chemicals

In the event of an accident, refer to COSHH data sheet for guidance

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Knowledge:		
Technical or specialist	Knowledge of Health and Safety (COSHH/manual handling/disposal of bodily waste/chemical safety/ machine competence).	
Literacy and numeracy	Literate (able to read health and safety data and site information). Basic numeracy for stock control and stock rotation (use by dates).	
Organisational		Knowledge of health and safety policies and procedures, e.g. manual handling.
Knowledge and use of equipment	Use of range of cleaning equipment, including specialist items e.g. rotary machines, wet pick-up, scrubber/driers.	

Mental Skills:

Thinking creatively / Developing new ideas	Identifying areas of improvement within the site and contributing to changes in working practice.
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Interpersonal & Communications Skills:

Verbal and written communications skills (including use of languages)	Keep up to date written records. Ability to communicate clearly.
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Physical skills:

Other manual skills	Operation of cleaning equipment and completing cleaning tasks.
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Criteria	Essential to basic performance of job	Required for fully competent performance of job
Other attributes:		
Level of autonomy	The work is covered by guidelines and procedures. The post holder will have regular contact with line manager.	

