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**POST DESCRIPTION:** Cleaner for the Brighter Futures Learning Partnership Trust.

**Band: Band 3 (Scale point 1-2)**

**Responsible to and line-managed by:** Cleaning Supervisor

**Job Purpose**

To thoroughly clean any area of the school or any school equipment as directed by Line Management.

**Duties and Responsibilities**

* Be aware of and act within the provisions of the Health and Safety at Work Act.
* Attend training and other meetings as required
* Report any graffiti, vandalism, damage or faults to your Line Manager.
* Report damage to any item of school property or school building to your Line Manager.
* Check all machinery and equipment before use to ensure that it is in safe working order.
* Report any defects of the machinery/equipment to your Line Manager and discontinue its use until it is made safe and suitable for use.
* Thoroughly clean all machinery/equipment and accessories after use.
* Replenish supplies to the toilets as necessary.
* Move or remove furniture and/or fittings as required.
* Use cleaning methods stipulated by either the product specification or by your Line Manager.
* Clean windows and frames internally, walls, floors, furniture fittings and equipment as directed by line management.
* To carry out cleaning as per the cleaning spec. book.
* Hand over any valuables/ personal possessions found in your area.
* Assist in any emergency and respond to all emergency call outs as required.
* Carry out any other duties considered to be within your capabilities by Line Management.
* To be responsible for promoting the safeguarding and welfare of students in the school.

**These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust**