



Job Description

Job Title: Cleaner

Job Number:

Coundon Court

Post Number:

Grade: G1

Job Purpose:

Undertake, normally as part of a team, the cleaning of designated areas within a college, school or other establishment, to ensure that they are kept in a clean and hygienic condition.

Main Duties and Responsibilities:

1. Cleaning, washing, mopping, sweeping, buffing, vacuum cleaning of all designated areas.
2. Emptying rubbish bins.
3. Polishing and dusting of the designated areas, (may include toilets and shower areas).
4. Cleaning windows, fixtures and fittings, using where appropriate powered equipment and cleaning materials according to the agreed procedures.
5. Moving furniture and equipment to assist cleaning.
6. Open and lock doors as required, collecting and returning keys to the Cleaner-in-Charge or Site Service Officer.
7. Makes sure that work is carried out to the standard required by the Cleaner-in-Charge.
8. Act in accordance with academy practice that clients are treated courteously.
9. Any other duties and responsibilities within the range of the salary grade.

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- All duties and responsibilities must be carried out with due regard to the Health and Safety Policy.
 - Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Equal Opportunities Policy.
 - Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.
 - This school is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expects all staff and volunteers to share this commitment.

- All posts within this academy are exempt under the Rehabilitation of Offenders Act 1974 and, as such, appointments to these posts will be conditional upon receipt of a satisfactory response to a check of police records via The Criminal Records Bureau.
- Coundon Court operates a strictly No Smoking Site

This job description will be reviewed annually with the post holder and the line manager to reflect or anticipate changes in the job, commensurate with the grade for the post and job title.

I have read the job description and agree to all the terms and conditions set out. I also agree to comply with all Academy Policies, Child Protection and Health and Safety Regulations. I understand that this job description is not an exhaustive list and I agree, when required to undertake any reasonable requests made by the Principal.	
Name:	Signature:
Date:	
Name:	Signature:
Principal	Date:

Responsible to: Site Manager

Date Reviewed: 2020