



MANOR DRIVE ACADEMIES JOB DESCRIPTION



The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

NAME:

JOB TITLE: CLEANER

RESPONSIBLE TO: SITE MANAGER

LINE MANAGEMENT RESPONSIBILITY: NONE

BUDGET: NONE

OVERALL RESPONSIBILITY:

1. To assist in making the Academy clean, healthy and safe environment for all.
2. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Keeping Children Safe in Education and Child Protection Procedures.

SECTION 1 - DUTIES:

1. Be responsible for cleaning a designated area(s) of the Academy.
2. Assist with the cleaning of school furniture, eg for a Parents' Evening.
3. Maintain the stock of cleaning consumables and equipment in a safe and tidy manner.
4. Assist in directing parents and visitors around the Academy.
5. Contribute towards the arrangements for securing the premises and ensuring that contents are in place.
6. Use all cleaning equipment safely and correctly ensuring adherence to the Academy's Health and Safety Policy.
7. Switch off all unnecessary lights and appliances at the end of cleaning an area – following any special instructions to leave particular equipment on, eg for a Science investigation. Liaise with the Site Manager regarding equipment left on.
8. Provide emergency cleaning, eg after a child has been sick, when appropriate.
9. Deal with or report to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
10. Work with other staff to ensure order and reinforce acceptable behaviours in non-structured situations, eg how to move around and exit the Academy, socialising with others.

Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions, paying particular attention to heating, fire precautions and site cleanliness and the prompt reporting of any hazards.
2. Co-operate with the employer on all issues to do with health, safety and welfare.

Any other tasks, duties or services that may be reasonably requested.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Compiled by:	
Approved by:	
Date:	