



# Walthamstow Academy

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**Post:** **Cleaner**  
(to work as required for evenings, weekends and other times in accordance with the needs of the Academy)

**Reports to:** Business Manager / Site Manager

## The Role

To work as an integral part of the cleaning team to ensure that the level of cleanliness within the Academy is kept to the required standards, so that we can provide the best possible learning environment for our students

## KEY DUTIES

- To carry out cleaning duties as directed
- To make sure that every designated space is clean and fit for purpose

## JOB ACTIVITIES

- To be flexible in your approach to work, adjusting to meet the needs of the Academy
- To be pro-active in your approach to cleaning, undertaking non-routine cleaning duties as they are needed
- Identifying and notifying line manager of problematic patterns (eg re-occurring graffiti)

## OTHER

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the Academy
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post.

The Academy is part of the United Learning Trust, as such the post holder may have the opportunity to undertake work at other local United Learning Academies, sharing expertise and skills.

This job description is intended as a general guide to duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.



## Person Specification

Experience	Essential	Desirable
Cleaning experience	✓	
Knowledge, Skills & Attributes		
Ability to relate well to children and adults	✓	
Willingness to gain knowledge of health and safety procedures and precautions	✓	
Awareness of health and hygiene procedures	✓	
Knowledge of moving and handling procedures	✓	
Ability to work as part of a team	✓	
Willingness to use relevant equipment	✓	
Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards	✓	