



Post: Evening Cleaner

Reporting to: Cleaning Supervisor / Site Manager

Role Purpose:

- Carry out the cleaning of the interior of the Academies to an agreed standard under the direction of the Cleaning Supervisor
- Ensure the highest standards of cleanliness and general hygiene are maintained within the Academies

Role Tasks:

- The routine and non-routine cleaning of the Academies as directed by the Cleaning Supervisor
- Tasks will include sweeping, mopping, dusting, vacuuming, buffing floors, cleaning toilets, emptying bins and any ad hoc duties as required
- Clean hard surfaces, floor surfaces, walls, windows, fixtures, fittings and equipment using powered equipment as required
- Be aware of Health and Safety issues around the site
- Report breakdown of any equipment or perceived hazards/incidents in the workplace to the Cleaning Supervisor
- Ensure appropriate stock is replenished as required (e.g. toilet roll)
- Complete any appropriate records or documentation required by the Academies
- Maintain good working relationships with other staff and co-operate with reasonable changes to daily work routines to assist with the smooth operation of the Academies
- To assist caretakers with ad hoc duties as required.

Safeguarding

- Undertake regular safeguarding training as required
- Ensure that statutory and Ofsted requirements for Safeguarding are met
- To promote the safeguarding of young people

General Responsibilities

- Contribute to the overall ethos / work aims of the academies
- Provide a courteous reception to staff, young people and visitors
- Help to foster and enhance strong links with local, national and global business and education providers to support and develop opportunities for the school
- Participate in training and other learning activities as required
- Undertake relevant training as required to support the functions of the post and to enhance personal development
- Attend meetings as and when required

Principal: Mr Leon Lima

Glenmoor & Winton Academies
Beswick Avenue
Bournemouth
Dorset
BH10 4EX

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Glenmoor & Winton Academies

High Achievement – High Standards

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- Undertake any other duties as specified by the Principal, Cleaning Supervisor and Site Manager

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