

Job Description



Job title: Cleaner
Reports to: Site Manager
Location: Hayesbrook Academy

Job purpose

- To ensure that all necessary standards are delivered, in particular those concerned with health and safety, hygiene, and security.

General responsibilities

- The cleaning, washing, sweeping, vacuum cleaning, empty litter bins and polish and dust all areas of the school as per the cleaning plan.
- Clean toilet areas, including, toilet appliances, fixtures and fittings, floors and maintain the internal environment.
- Report minor matters that may require attention to the Site Manager / Caretaker.
- Ensure all lights are turned off, and doors and windows are secure at night.
- Undertake any other duties that are reasonably commensurate to the post.
- Attend health and safety as and when required by the Academy.

Health and Safety

- Ensure you have read and understood the Trust Health and Safety policies and procedures
- Reporting any accidents or near misses immediately to your Manager and recording them in the accident book.
- Ensure your workplace is kept tidy and any hazards are eliminated or reported to your line manager.
- Wear appropriate protective clothing on site at all times.
- Attends all health and safety training as required by the Academy.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.