

[Name Academy/School]
Job Description

Name:	
Job Title:	Cleaner
Salary range / job grade:	NJC POINT 1
Responsible to:	Cleaning Manager
Responsible for:	To provide professional cleaning to the school premises
Effective Date:	

Role and Context	
Purpose:	Under the direction of the Cleaning Manager and Cleaning Supervisor, to carry out given duties appropriately and maintain a high cleaning standard throughout the premises.
Duties and Responsibilities:	To clean classrooms, staff and pupils toilets, staff room and kitchen area, corridors, reception area and school offices and any other area as directed by the site manager to a high standard, using mops, anti - bacterial sprays and multi surface cleaners, vacuum cleaner, dusters and high reach feather dusters. Works closely with the rest of the cleaning and site team
General Duties:	<ul style="list-style-type: none"> • To maintain Staff and Pupil confidentiality • To undertake training as appropriate • To participate in the performance management programme

<p>General Information and review:</p> <ul style="list-style-type: none"> • The job specification details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. • All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. • Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Signature:

Date: