



**Cleaner
Grade A**

10 or 20 Hours per week x 40 Weeks per year

Job Description

Responsible to: Site and Facilities Manager

Job Purpose:

The main purpose of the job is to provide an appropriate level of cleanliness for users of the premises, whilst being aware of Health and Safety and the security of the premises.

Main duties and responsibilities

Accountabilities

- To be responsible for the cleanliness of designated areas of the Trust as directed and for maintaining high and consistent standards.
- To take initiative to perform cleaning and tidying tasks as required.
- To liaise with and follow direction from the shift supervisor.
- To work as a member of a larger team.
- To secure classrooms and offices (closing of windows and locking of doors).
- To report any site defects to the Shift Supervisor
- To carry out other cleaning duties such as washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of areas as directed by the Shift Supervisor
- Using, where appropriate powered equipment.
- External cleaning duties in playgrounds, paths and drains.
- Maintain a high standard of service.
- Undertake other duties as directed and commensurate with the grading of the role.
- To deal with spillages as required.

Trust Standards

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's Code of Practice and its policies and procedures.
- Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the Trust's equalities policy and relevant legislation.