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## INFORMATION FOR CANDIDATES FOR THE POSITION OF CLEANER

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### JOB SUMMARY

**General:** To be part of a team under the direction of the Principal to ensure the school has a clean, safe and secure learning environment.

**Pay:** £8.72 per hour + generous Pension Scheme

### JOB CONTENT

*Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.*

- ◆ To be part of the team of cleaners in cleaning all areas of the school, ensuring quality and safe working practices and taking part in the work of the team.
- ◆ Emptying wastepaper bins in appropriate sacks. Dealing with potentially hazardous/infectious materials – e.g. glass – in accordance with agreed safe working practices. Removing waste to designated areas. Putting away any teaching aids left on the floor, when in doubt reporting to the Cleaning Supervisor for guidance.
- ◆ Damp dusting, wiping or polishing, as appropriate, all furniture and surfaces as directed.
- ◆ Sweeping, vacuuming, mopping and washing all hard surfaces, as appropriate.
- ◆ Moving light furniture and equipment (e.g. desks and chairs) as required.
- ◆ Cleaning spillages of materials and removing resistant stains in the Academy's specialist areas in accordance with agreed safe working practices.
- ◆ Cleaning of toilets and washrooms to the required standard.
- ◆ Replenishing disposable items as necessary.
- ◆ Using various floor machines.
- ◆ Collecting and returning cupboard room keys as necessary. Ensuring doors are re-locked as required.
- ◆ Cleaning all equipment when finished with.
- ◆ Ensuring adequate stocks of cleaning materials are maintained and reporting to the Cleaning Supervisor when additional supplies are required. Overalls must be worn where provided.
- ◆ Notifying the Cleaning Supervisor of breakages and other safety hazards.
- ◆ Notifying the Cleaning Supervisor of any intruders in the school, including students on site outside of school opening times, checking to ensure doors and windows are secured.
- ◆ Collecting up personal possessions left by teachers, students and handing these to the Cleaning Supervisor for safekeeping.
- ◆ During the summer to undertake as part of the cleaning team a two-week "deep clean" of the Academy including for example:
  - Washing and disinfecting wastepaper bins.
  - Cleaning as appropriate walls (to a height that can be reached from the floor) doors window blinds, furniture and radiators.

- Assist as necessary, clearing all floors and cleaning as appropriate.
  - Cleaning teaching boards.
  - Cleaning and polishing glass in doors and partitions as directed.
  - Following training, the use of floor stripping and polishing agents.
  - Securing and storing safely school equipment.
- ◆ To undertake any such other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside the general scope of the post will be required only with the agreement of the postholder.

## **JOB CONTEXT**

**Reports to:** Principal, Business Manager, Cleaning Supervisor

**Supervisors:** N/A

**Contacts:** Business Manager, Cleaning Supervisor, Caretaking and other staff at the Academy

**Financial Responsibilities:** None

### **Key Organisational Objectives:**

The postholder will contribute to the Academy's objectives in service delivery by:

- ◆ Enactment of Health and Safety requirements and initiatives as appropriate
- ◆ Acknowledging Customer Care and Quality initiatives
- ◆ Assisting in the maintenance of a clean, safe and secure learning environment for students and staff

### **Terms of Contract:**

We have a daytime post, which consists of 5 working days, Monday to Friday, 2 hours per day from 11.00 am to 1.00 pm, term time only. We also have a term-time post which consists of 5 working days, Monday to Friday for 3 hours per day from 3.45 to 6.45 pm. Working weeks are 38-term time with two additional weeks during August allocated for the summer holiday deep clean. Four weeks and four days paid holiday are additional. Holidays can only be taken out of term-time and out of the additional two August weeks required. These posts can be combined.

We also have a year-round post, with 28 days' holiday per annum, Monday to Friday from 6.00 pm to 8.00 pm

### **Job Specification:**

A good team player who takes pride in ensuring cleaning jobs are completed effectively, efficiently and safely.

***The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers at the Academy to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.***

Closing Date: Monday 22<sup>nd</sup> June 2020