

## Job Description

### Post: Cleaner

#### Purpose

To challenge educational and social disadvantage in the North.

#### Duties and Responsibilities

- Perform cleaning duties and procedures to predetermined standards; this will include daily, weekly and periodic tasks.
- Thoroughly clean sanitary ware including wash hand basins, toilets and urinals.
- Dry mop and damp mop hard floor surfaces using the correct colour coded equipment.
- Clean all surfaces including: damp wipe furniture, fittings, fixtures, ledges, skirting boards and radiators. Polish wooden furniture, clean and polish brass fittings.
- Collect refuse from waste bins into refuse sacks and safely remove to the designated waste collection area.
- Clean internal glass which includes glass panels in doors, partitions and, in some buildings, the internal facia of the external windows.
- Periodically clean painted walls and ceramic tiles including the daily removal of marks and stains on wall surfaces, doors and door plates.
- Manually handle furniture to facilitate cleaning procedures along with the movement and transportation of cleaning equipment and floor machines to work areas.
- Be responsible for your own equipment and materials, this will include safety checking, cleaning and correct storage of the equipment and materials after use.
- Report damage/repairs required to cleaning equipment and the fabric of the building immediately to the Operations Manager.
- Be responsible for the security of equipment, materials and cleaning storerooms.
- Ensure all cleaning tasks and procedures carried out provide a clean, hygienic and pleasant environment and do not put staff, students and users of the site at risk of subsequent accident or infection.
- Deal with any cleaning incidents as they occur throughout the day
- Support students throughout the day by fulfilling pastoral responsibilities.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our trust's / academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on the trust and academy calendars.
- Consistently implement all trust policies; contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the principal.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***