

**The Excel Academy Partnership  
at Framwellgate School Durham**

**Job Description**

**Job Title:** Cleaner

**Grade:** Grade 1

**Responsible to:** Cleaning Supervisors

**Principal Function:** To work individually or as part of a team to undertake the cleaning of designated areas and to use own initiative throughout the school day to ensure high standards of cleanliness and hygiene are met and maintained.

**Main Areas of Responsibility**

- To ensure all waste bins are emptied and refuse is removed and taken to the designated disposal point to ensure the site is clean and tidy and meets with health and safety requirements.
- To clean all furniture and fittings including ledges, pipe work and radiators ensuring high standards of cleanliness and hygiene are met and maintained.
- To clean all sanitary fixtures and fittings including the lavatories, wash room facilities and showers etc., ensuring all areas are maintained to the required standards of health and safety, reporting any damaged or broken facilities, or other maintenance issues to the appropriate member of staff.
- Carry out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.
- Clean all other floor areas appropriately i.e. sweeping, mopping, polishing etc., ensuring wet floor H&S hazard signs are used when required to ensure wellbeing of staff/visitors is maintained.
- To use floor scrubbing machines when required, following correct operating procedures to ensure personal and others safety and wellbeing.
- To check windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately.
- To attend any training courses relevant to the post, ensuring continual personal and professional development.

- Role requires that you work individually and as part of a team.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude. A uniform is provided and must be adhered to at all times, if you decline the footwear offered by the school then any footwear provided by yourself must be fit for purpose.
- The post holder may be required to undertake any other duties commensurate with the role.

#### Notes

1. This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.
2. The duties outlined above cannot totally encompass or define all tasks which may be required of the post holder.
3. The post will be reviewed at least once every two years and it may be subject to modification or amendment at any time, after consultation with the post holder.