

Thornhill Academy
Thornholme Road
Sunderland
SR2 7NA



Telephone: 0191 5007981
Email: Enquires@thornhillacademy.com

Lead Cleaner

Salary Scale NJC Point 5-6
£18, 795 - £19, 171 per annum, pro rata.
30 hours per week, all year round, £15, 239 - £15, 544.

Thornhill Academy is an 11 to 16 secondary school, with 574 pupils and occupies a large site in close proximity to Sunderland City Centre. Thornhill offers pupils and staff rewarding and deeply engaging experiences, and supports them on their journey to become inspirational and reflective practitioners, improving life for all in our community.

We are seeking to appoint a Lead Cleaner to manage our existing team here at Thornhill.

Closing date for applications: Friday 6th December 2019, 12.30pm.

We are committed to safeguarding and promoting the welfare of children and young people and to equality of opportunity. In line with safer recruitment practice pre-employment checks will be undertaken prior to an appointment being confirmed. This post is subject to an enhanced disclosure and barring check. We expect all adults to share our commitment to safeguarding and the health and wellbeing of our pupils.

Applications to be returned, by post, to Mr. I. Redford, Headteacher:

Thornhill Academy
Thornholme Road
Sunderland
SR2 7NA

Or via email: Enquiries@thornhillacademy.com

Details of application are available from the academy reception: 01915007981

THORNHILL ACADEMY



JOB DESCRIPTION

Name:

Job Title: Lead Cleaner

Grade: Salary Scale NJC Point 5-6
£18, 795 - £19, 171 per annum, pro rata.
30 hours per week, all year round, £15, 239 - £15, 544.

Disclosure Level: Enhanced

Purpose of role: To carry out general cleaning duties.

Responsible to: Business Manager / Head Cleaner

Statement of general duties:

Purpose of Job

- To supervise cleaning staff and carry out cleaning duties.
- To provide a high standard of hygiene and cleanliness throughout the academy.

Principle Responsibilities

- Supervision of cleaning staff
- Completion of administration documentation
- General cleaning duties in specific areas

Main Duties

- Supervise and carry out cleaning tasks to the standard required by the school.
- Ensure good cleaning practice and methods are observed by all staff in accordance with laid down quality systems.
- Ensure compliance, of all staff, with legislation relating to health and safety and observe specific responsibilities in relation to these matters as detailed in the Policy for Health and Safety.
- Attending training sessions as and when required.
- Work as part of a team or individually as required.
- Ensure all defects implant and equipment are reported and recorded in accordance with procedures.
- Maintain good communication links and working relationships with all staff.
- Accurate completion of administration documents within the specified deadlines.
- To report to the relevant line manager any damages/vandalism noted or repairs that are required on a daily basis e.g. broken light fittings.
- To report any faults in relation to equipment to the relevant line manager on a daily basis.
- The safe operation of mechanical cleaning equipment.
- The collection and removal of refuse.
- The safe use of cleaning chemicals and their storage. Ensuring that strict control is observed in materials used and dilution ratios, to prevent wastage.

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Willingness to undertake First Aid training and undertake a First Aid role within school.

Any other reasonable duties as requested by the Head teacher or the relevant line manager

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The employee must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The employee must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The employee must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

Changes to the job description

This job description will be reviewed regularly and, if necessary, amended in consultation with the teacher.

I acknowledge receipt of this job description.

Signed: _____ **Date:** _____