Barnwell Academy
Learning Together and Having Fun

JOB DESCRIPTION

Job Title:	**Cleaner**
Grade:	National Living Wage - £8.72 per hour
Hours:	9.5 hours per week, Term Time only (39 weeks)
Job Location:	Barnwell Academy
Responsible to:	Business Manager / Headteacher

Duties are outlined below and relate to the management of staff and activities

Purpose of Job:

- To promote the aims of Barnwell Academy
- To carry out general cleaning duties

Principal Responsibilities

- To carry out general cleaning of designated areas as directed

Main Duties

- 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
- Operating mechanical cleaning equipment
- Collecting and removing refuse as directed by appropriate line manager
- Ensure the safe use of cleaning chemicals and their storage. Ensure that strict control is observed in materials used and dilution ratios
- Ensure 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

- To attend and participate in training courses and meetings as required
- To undertake any other duties as may be required, as commensurate with the level of the post

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

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by Barnwell Academy

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Barnwell Academy's records and information.

The post holder must carry out their duties with full regard to Barnwell Academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other policies.

The postholder must comply with Barnwell Academy's Health and Safety rules and regulations and with Health and Safety legislation.

Mrs A Emmerson (Headteacher) November 2020