



Northern Education Trust – Job Description

Job Title:	Cleaner		
Base:	The Blyth Academy		
Reports to:	Cleaning Supervisor	Grade:	SCP 1-2
Service responsibility:		Salary:	£17,842 – £18,198 pro rata
Additional:		Term:	10 hours per week, Term time + 9 days

JOB PURPOSE

- To be responsible for day to day cleanliness and hygiene of the school building

RESPONSIBILITIES:

1. Undertake duties connected with the cleanliness of the environment and school premises to maintain high standards in the internal and external appearance of the school building
2. Ensure that all duties are undertaken in a safe and responsible manner in accordance with requirements under Health & Safety regulations
3. Control all keys needed for access to rooms and ensuring all procedures are observed in respect of buildings security
4. Ensure effective stock control of cleaning equipment and materials including care of equipment, materials and the storage areas used in cleaning the building
5. Identify and report building and equipment faults promptly
6. To undertake other duties as directed from time to time commensurate with the responsibilities of the post as directed by Line and Senior Managers
7. To promote the Academy in a positive manner at all times and share where appropriate its ethos, vision and objectives
8. To be aware of and comply with Academy policies and procedures relating to child protection, health, safety and security, confidentiality and data protection
9. To participate in training and other learning activities as required
10. To assist with the supervision of pupils including before and after school if appropriate and within working hours
11. To ensure that personal development is addressed through accessing appropriate development opportunities and to share learning with others

GDPR

12. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

General

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably

be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date: