



## Job Description Cleaner

<b>Responsible to:</b>	Senior Site Supervisor/Cleaning Supervisor
<b>Job purpose:</b>	To ensure the interior of the academy is clean and tidy
<b>Arrangement:</b>	10 hours per week, term time only
<b>Grade:</b>	Grade B (NJC SCP 2)

### Main responsibilities of the post:

Under the direct instruction of the Senior Site Supervisor/Cleaning Supervisor and working to set procedures and guidelines, to ensure that designated areas of the Academy are kept clean, hygienic and safe to create a suitable environment for staff and students.

### Specific Responsibilities

- Wiping down surfaces to the required standards
- Vacuuming carpeted areas to the required standards
- Dusting surfaces to the required standards
- Sweeping hard surfaces to the required standards
- Emptying bins to the required standards
- Cleaning toilets, basins and sinks to the required standards
- Mop and bucket floor areas, and buff floors
- Use of step ladders to clean up to a height of 11 feet

### MATERIALS/SUPPLIES:

- Notify supervisor where stocks are low
- Ensure correct materials are used, awareness of COSHH as it applies to Academies

### HEALTH & SAFETY:

- Follow agreed risk assessment when moving furniture etc to clean
- Ensuring cleaning materials are safely stored, and are not accessible to children
- Ensuring that cleaning materials are kept in safe and appropriate containers (i.e. clearly labelled)
- Alerting appropriate staff of potential Health & Safety risks encountered during duties (e.g. trailing wires, worn carpet etc.)

**OTHER:**

- Participate in training and other learning activities as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory
- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person

**Thornaby Academy and Falcon Trust are committed to Safeguarding and promoting the welfare of children and young people.**

**All appointments are subject to satisfactory checks prior to and throughout the duration of employment. All checks are mandatory and must be completed to the satisfaction of the Trust before a conditional offer of employment is confirmed.**

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description will be reviewed regularly and it may be subject to modification or amendment at any time. This job description does not form part of the contract of employment. It describes the responsibilities that the post holder is expected to perform.