

JOB DESCRIPTION

Post title:	Cleaner
Academy:	Westgate Hill Primary Academy
Reporting to:	Site Manager
Salary/Pay range:	£17,842 full time equivalent, £5,545.48 actual salary
Hours of work:	11.5 hours per week, all year round

Purpose of Job

To ensure the delivery of services in accordance with school service standards, policies and procedures. The cleaning of designated areas within a variety of premises, in accordance with the cleaning schedule, to ensure that they are kept clean and hygienic.

Main Duties and Responsibilities

The following main duties and responsibilities are as follows:

To undertake cleaning of designated areas, in accordance with agreed specifications, including:

- Emptying waste bins and removing waste
- Washing with mops and cloths
- Sweeping with brushes and sweeping mops
- Vacuum cleaning
- Floor polishing and buffing and spray cleaning using mechanical aids, as appropriate
- Floor stripping using mechanical aids, as appropriate
- Dusting
- Cleaning toilets
- Cleaning kitchens
- Washing toys and soft furnishing
- Using washing machines/dryers/dishwashers
- Cleaning and sanitising an area following sickness
- Fixtures and fittings

To promote and implement the School's Equality Policy in all aspects of employment and service delivery

Any other duties as may reasonably be requested by your line manager. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- 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
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2021 where required
- Have responsibility for promoting and safeguarding the welfare of children and young people that they are responsible for, or comes in contact with.