

JOB DESCRIPTION



Job Title: Cleaner

Responsible to: Headteacher

Purpose

The purpose of this role is to contribute to the provision of a clean, safe, hygienic and welcoming environment for pupils, staff, visitors and other users of the academy/site.

The postholder will undertake a range of cleaning and associated duties to maintain high standards of cleanliness throughout their designated areas, in accordance with the Trust's cleaning schedules, policies, procedures and health and safety requirements.

The postholder will contribute to the aims, values and objectives of Tyne and Wear Learning Trust and support the effective operation of the academy/site.

Key Duties and Responsibilities

Maintaining Standards of Cleanliness

- The postholder will be responsible for ensuring that their designated areas are maintained to a consistently high standard of cleanliness and hygiene.
- The postholder will carry out general cleaning duties, including dusting, sweeping, mopping and vacuuming, as required within their designated areas.
- The postholder will clean classrooms, offices, corridors, communal areas, toilets and other areas as directed by their line manager and in accordance with agreed cleaning schedules.
- The postholder will take appropriate initiative to undertake additional cleaning and tidying tasks where required to maintain high standards, including tasks that may not be specifically identified on the cleaning rota.

Cleaning Equipment and Materials

- The postholder will operate mechanical and other cleaning equipment safely and appropriately, following relevant instructions and training.
- The postholder will use cleaning materials and chemicals safely and responsibly and will ensure that they are stored securely and appropriately when not in use.
- The postholder will comply with relevant COSHH requirements and ensure that cleaning products are used in accordance with manufacturers' instructions, including the correct dilution ratios.
- The postholder will take reasonable care to prevent damage to buildings, fixtures, fittings, equipment and other Trust property while carrying out cleaning duties.

Waste and Refuse

- The postholder will collect, handle and remove refuse and other waste materials as directed by their line manager and in accordance with Trust procedures.

- The postholder will ensure that waste is handled and disposed of safely and appropriately and will report any issues relating to waste disposal or collection to the relevant manager.

Health and Safety

- The postholder will comply with all Trust and academy health and safety rules, procedures and requirements and with relevant health and safety legislation.
- The postholder will report any health and safety concerns, hazards, accidents, incidents, damage or defects to the appropriate line manager as soon as reasonably practicable.
- The postholder will report any damage, vandalism or repairs required within their designated areas, including issues such as broken light fittings, damaged fixtures or other building defects.
- The postholder will use cleaning equipment, materials and chemicals in accordance with appropriate health and safety procedures and any relevant training.
- The postholder will take reasonable care of their own health and safety and that of pupils, colleagues, visitors and other persons who may be affected by their actions.

Safeguarding and Professional Conduct

- The postholder has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact as part of their role.
- The postholder will comply with the Trust's safeguarding and child protection policies and procedures and will report any concerns relating to the welfare or safety of a child or young person through the appropriate procedures.
- The postholder will maintain appropriate professional boundaries and conduct themselves in a professional and respectful manner when working with pupils, staff, visitors and other members of the Trust community.

Training and Development

- The postholder will attend and participate in training, meetings and other development activities as required by the Trust or academy.
- The postholder will undertake all mandatory and role-specific training relevant to their duties and will maintain the knowledge and skills required to carry out their responsibilities safely and effectively.

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 Tyne and Wear Learning Trust

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Tyne and Wear Learning Trust's records and information.

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

The postholder must comply with Tyne and Wear Learning Trust's Health and Safety rules and regulations and with Health and Safety legislation.