Northern Education Trust – Job Description

Job Title:	Cleaner	**JE Reference:**	JE032
Base:	Dyke House Academy		
Reports to:	Site Supervisor	**Grade:**	Grade 1 SCP 3 – SCP 4
Service responsibility:		**Salary:**	£25,614.00 - £26,016.00 (FTE) Pro rata salary £12,044.44 - £12,233.47
Additional:		**Term:**	20 hours, 38 weeks plus 2 days

JOB PURPOSE

- Under the direct instruction of the site 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

JOB SUMMARY

1. Wiping down surfaces to the required standards
2. Vacuuming carpeted areas to the required standards
3. Dusting surfaces to the required standards
4. Sweeping hard surfaces to the required standards
5. Emptying bins to the required standards
6. Cleaning toilets, basins and sinks to the required standards
7. Mop and bucket floor areas, and buff floors
8. Remove graffiti and chewing gum
9. Remove litter
10. Cleaning and wiping of academy walls.

Materials & Supplies

1. Notify site manager where stocks are low
2. Ensure correct materials are used, awareness of COSHH as it applies to the academy

Health & Safety

1. Follow agreed risk assessment when moving furniture etc to clean
2. Ensuring cleaning materials are safely stored, and are not accessible to students
3. Ensuring that cleaning materials are kept in safe and appropriate containers (i.e. clearly labelled)
4. Alerting appropriate staff of potential health and safety risks encountered during duties (e.g. trailing wires, worn carpet etc.)
5. Follow health and safety guidelines (i.e. use of mops/cloths & cleaning products etc.)
6. Show a duty of care and take appropriate action to comply with health and safety requirements at all times

GDPR

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

Safeguarding

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

General

1. To participate in wider academy 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: ……..