Address: Suite 2, 3rd Floor, St Nicholas Building,
St Nicholas Street, Newcastle upon Tyne, NE1 1RF
Telephone: 0191 662 2400 **Email:** info@laidlawschoolstrust.com
Website: www.laidlawschoolstrust.co.uk

JOB DESCRIPTION

Post title: Cleaner
Academy: Laidlaw Schools Trust (Based at Oxclose Community Academy)
Reporting to: Site Manager
Salary/pay range: £25,949 FTE, £8,766 actual salary
Hours of work: 12.5 hours per week, all year round

The postholder must be willing and able to work across the Oxclose Cluster (Primary and Secondary Academies), as required, and travel to other Trust locations where necessary.

Job purpose

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

- 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

Other duties

- Carry out any other duties in accordance with the expectations of a Cleaner at the reasonable request of the Site Manager.
- Ensure that the area of work complies with legislation relating to health and safety, and observe and implement specific responsibilities in relation to these matters as detailed within the Trust's policy.
- 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.
- Be aware and familiar with policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action in accordance with policies and Keeping Children Safe in Education where required.