JOB DESCRIPTION

Job Title: Cleaner

Grade: 2

Scale Points: 3-4

Salary: £25,614 – 26,016 – Pro rata

Job Location: Highfield Academy

Responsible to: Facilities Manager

Responsible for: N/A

Purpose of Job:

- To ensure the school is cleaned to a high standard and report any faults or matters of concern as necessary

Principal Responsibilities

- To carry out general cleaning of classrooms, or designated areas as directed to a high standard

Main Duties

- To report to the relevant line manager any damages/vandalism noted or repairs that are required on a daily basis e.g. broken light fittings.
- To report any faults in relation to equipment to the relevant line manager on a daily basis.
- The safe operation of mechanical cleaning equipment.
- The collection and removal of refuse as directed by appropriate line manager.
- The safe use of cleaning chemicals and their storage. Ensuring that strict control is observed in materials used and dilution ratios, to prevent wastage.
- To take part in professional development as required.
- 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

- Any other reasonable duties as requested by the Head of School or the relevant line manager

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 the Academy Trust.

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

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

The postholder must comply with the Academy Trust's health and safety rules and regulations and with Health and Safety legislation.

Name of Author: KH
Date: May 2021