

**Job Description: Cleaner**

<b>Based at:</b>	<b>Manor Multi Academy Trust: Foley Infant Academy</b>
<b>Arrangement:</b>	12.5 Hours Per Week 52 Weeks Times of the day: Mon – Fri: 3:30pm to 6:00pm
<b>Salary:</b>	NJC Grade: 2 Pay Point 01-03. Start on PP: 01
<b>Main Purpose:</b>	To clean school and other Premises
<b>Main Activities:</b>	<ul style="list-style-type: none"> <li>• Cleaning of premises (including toilets, classrooms, offices, etc.), furnishings and equipment to include vacuuming, deep cleaning, sweeping, washing, polishing, dusting and emptying of litterbins together with the operation of powered equipment where necessary to ensure that recognized standards are maintained.</li> <li>• Provide cleaning of all accessible floors, internal windows, walls, partitions, ceilings, fixtures and fittings as directed by the Head teacher, Caretaker, Business Manager or Trust.</li> <li>• The collection of rubbish and debris from the buildings and replenishing materials in toilet and amenity blocks required to maintain the necessary standard of hygiene.</li> <li>• Use cleaning materials economically and accept responsibility for cleaning equipment and ensuring its safe usage and storage, and for washing pads, dusters, mops and floor cloths issued to them.</li> <li>• Reporting to the Caretaker or his/her authorized deputy or cleaner in charge, anything which they consider should be brought to his/her notice.</li> <li>• Complete and sign timesheets and attendance registers and other records as required.</li> <li>• To attend training courses as considered necessary by the management team.</li> <li>• To understand and comply with the general requirements of the Health and Safety at Work Act, 1974.</li> <li>• Any other appropriate work as required by the Head teacher, Caretaker, Business Manager or Trust.</li> <li>• Prepared to work mornings and evenings as required and at all other times in case of emergency</li> </ul>

<b>Other:</b>	<ul style="list-style-type: none"> <li>• To attend First Aid training as required.</li> <li>• Administer First Aid to pupils, staff and visitors as required.</li> <li>• To attend any other training courses as required</li> </ul>
<b>General Requirements</b>	<p><b>Health &amp; Safety</b> – The postholder is required to carry out the duties in accordance with the School’s Health and Safety policies and procedures.</p> <p><b>Equal Opportunities</b> – The postholder is required to carry out the duties in accordance with the School’s Equal Opportunities policies.</p> <p><b>Safeguarding</b> – Employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. This post requires the postholder to undertake an Enhanced DBS check.</p> <p><b>School Ethos</b> – contribute to the development and implementation of the overall vision of the company including compliance with school policies and procedures. The postholder must maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</p> <p><b>Training</b> - The postholder is required to undertake appropriate and regular training and/or legislative/educational developments to maintain knowledge and improve practice.</p>

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....