

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Cleaner – Sprowston Community Academy
<b>RESPONSIBLE TO:</b>	Head Teacher/Cleaning Supervisor/Estates Management Team
<b>GRADE/PAYSCALE:</b>	A2 £11.59 per hour, Term Time plus 4 weeks

### **OVERVIEW:**

Ensure Trust Estates, comprising of its grounds, buildings and facilities are clean & tidy and well maintained to a high standard at all times and that services remain flexible to meet the particular demands of the School & Trust

The Trust has adopted a fully managed estates provision with the cleaning service centrally managed but responsive to the needs of the Head Teachers as they work to serve their pupils, staff and communities.

### **PERSON SPECIFICATION:**

- Excellent communication, organisation and time management skills with strong attention to detail skills
- A flexible approach to work is essential with the ability to be open to adjustment, change and development.
- Ability to liaise with staff of all disciplines as necessary to promote cooperation with clear and effective communication within the establishment.
- A capable team player, who is organised and enthusiastic with the ability to complete tasks professionally whilst under pressure, working alone using your initiative or as part of a team.
- Understand the importance of promoting and safeguarding the welfare of children
- To display a level of maturity and efficiency with such personal qualities as discretion, resourcefulness and warmth.

### **MAIN RESPONSIBILITIES:**

- To provide a high quality cleaning service across the whole school
- To be fully aware and comply with the control of substances Hazardous to Health Regulations (COSHH) and Health & Safety at work Act 1974
- Maintain a tidy and well stocked trolley/cupboard to ensure you have adequate supplies of consumables such as cleaning cloths, cleaning products, paper towels, toilet rolls, hand soaps/sanitiser etc. reporting any stock shortages where necessary.
- Ensure your training is up to date and relevant to your role including but not exclusively, manual handling, Health & Safety fire/evacuation and safeguarding
- Ensure the site is cleaned throughout including but not limited to classrooms, corridors, toilets, changing rooms, staff areas, offices with cleaning duties to include:

- o Polishing furniture, cleaning window sills, doors, radiators, shelves, clearing rubbish, emptying bins, washing walls and cleaning floors (Vacuum, Mop, wash/scrub/buff machine)
  - o Ensure dispensers and cleaning consumables are replenished and available
  - o Unblocking toilets, sinks, drains and cleaning up hygiene spills such as vomit etc
- Ensure the site is kept clean and tidy at all times and ensure duties are being completed to a high standard, reporting any faults with cleaning equipment or the building to the site team or your Line Manager such as bulbs out, door handles loose or equipment failures

## **MISCELLANEOUS**

- This job description is not an exhaustive list of responsibilities and does not cover all individual tasks associated with the role, or tasks which could be reasonably expected by the Trust to be undertaken in relation to the post holder's responsibilities.
- It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.
- This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis.
- Standard hours: **15 hours per week Term Time plus 4 weeks - Monday to Friday 3.30pm - 6.30pm** - Flexibility is essential to cover team absence.

## **Agreement and review**

Signature:

Print Name:

Date: