



Post title: Premises 1 (Cleaner)

Department: Premises Team

Grade/Spinal Column Point: OAT 1

Reports to: Operations Manager

1. PURPOSE OF JOB:

- Health and safety of the children and staff.
- Responsible for maintaining the internal cleanliness and hygiene of the school.
- To carry out all procedures as directed by the Business Manager, Premises Manager, Premises Assistant.

2. MAIN RESPONSIBILITIES:

- Empty rubbish bins in classrooms and other work areas i.e. staff room, toilets
- Recycle paper, card etc.
- Wipe all tables, chairs and work surfaces
- Clean sink and adjoining surfaces.
- Sweep and mop hard surface area of floor
- Wipe window ledges
- Clean internal glass
- Hoover carpets in classrooms and connecting corridors and remove stains where possible
- Clean toilets, basins and mop toilet floor.
- Replace soap in dispensers, paper towels and toilet rolls.
- Complete work within allocated times
- Ensure cleaning materials and equipment and safely stored in a locked cleaning room

- To use all cleaning materials and equipment in a safe and proper manner and in accordance with any instructions and specifications provided
- To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Premises Manager (or other nominated supervisor)
- To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school

3. **WORK ENVIRONMENT:**

Work Demands

The postholder will normally work within an agreed routine which may be varied dependent upon the needs of the academy

Physical Demands

Physical effort may be required with daily routines, e.g. lifting and handling of basic equipment

Working Conditions

The post holder will work within the school environment

4. **SKILLS:**

Team worker – able to work positively with others as part of the team.

5. **GENERAL:**

a) Other Duties - The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.

b) Equal Opportunities - The postholder must carry out his / her duties with full regard to the Councils Equal Opportunities policy.

c) Health and Safety - The postholder must carry out his / her duties with full regard to the OSPA Health and Safety Procedures.