



Job description: Cleaner

Job details

Salary:	ALT Grade A
Hours:	15 hours per week, 39 weeks per year
Contract type:	Permanent
Academy Site:	Highfield Littleport Academy
Reporting to:	Site Manager

Main purpose

To carry out cleaning duties in and around the academy as directed. To deliver a clean and safe environment for pupils, staff and visitors.

Duties and responsibilities

Cleaning and Preparation

- Undertake cleaning duties which may include dusting, emptying bins, picking up litter, sweeping, washing, vacuuming, scrubbing, buffing, polishing, toilet cleaning in areas of the academy
- Undertake specialised cleaning programmes during the academy closures or other designated periods, as directed
- Assist in the preparation of rooms and appropriate work areas e.g. meeting rooms, classrooms

Resources

- Restocking facilities e.g. soap, paper towels
- Report when stocks are low
- Store all equipment and chemicals used in the appropriate manner

Maintenance

- Work to ensure and maintain safety and security of the building and those within it

Systems, Policies and Procedures

- Escalate any safety issues to the line manager
- Work to expected standards and complete work within required timescales
- Report any faults with materials and/or equipment as necessary

Team Involvement

- May demonstrate own duties to new or less experienced staff



Building Professional Relationships

- Exchanges information with their supervisor, head teacher and other staff

Record Keeping and Information Management

- May complete checklists to say work has been completed

Generic Responsibilities of all Active Learning Trust Employees

- To consistently uphold the Trust's Aims, Visions and Values.
- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the academies and Trust.
- To work with children and young people within the framework of the academy in a courteous, positive, caring, and responsive manner.
- To take an active and positive role in the Trust's commitment to the development of staff and review procedures, undertaking training as required.
- To act in a professional way that is consistent with the values and expectations of the Trust.
- To be responsible for promoting and safeguarding the welfare of children and young persons.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. It will be reviewed in conjunction with the appraisal process and planning for the next academic year. It will be reviewed, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Reports to Manager.