**School Cleaner**

Post: School Cleaner   
 Scale: B (Points 2) £23,656 FTE

£ 10,949.76 (pro rata)

Responsible to: Operations Manager    
 Hours: 20 hours per week, 39 weeks per year

**Job Purpose:**

* To maintain all areas in a clean, safe and sanitary condition, whilst working to the highest of standards.
* To carry out cleaning tasks and associated duties

**Assigned Areas:**  Across the school site

**Main Responsibilities and Tasks:**

* Undertake the cleaning of the School building and furniture as directed by the Site Manager, using chemicals, materials and equipment as appropriate
* Carry out duties such as:

* Sweeping all uncarpeted areas in the assigned areas, including stairwells and corridors
* Vacuuming all carpeted areas in the assigned areas, including corridors
* Mopping of all wet areas in the assigned areas, including and corridors/stairwells
* Cleaning of tables and surfaces
* Polishing and dusting of furniture, ledges, skirting boards and other places where dust lodges
* Daily cleaning of sanitary ware (toilets, sinks) and toilet areas, including replenishment of toiletry supplies
* Washing dirty marks off walls, tiling and mirrors
* Cleaning internal glass in assigned areas, including door panels, front entrance doors and Office screens
* Empty and clean bins and remove waste and recycling to the designated areas
* Deeper clean during holiday periods as agreed
* Checking and closing windows, switching off lights, closing fire doors

* Comply with existing statutory legislation and safer working practices at all times
* Report faults, risks or dangers to the Site Manager as soon as possible
* Keep cleaning equipment in good working order, cleaning after use
* Maintain a clean storage area for equipment and supplies
* Present a positive approach to customer needs at all times
* Undertake training, where required, to perform to the required standards for the job
* Any other duties as deemed appropriate

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this job description does not specify every item in detail.  Where broad headings have been used, all associated duties are naturally included in the job description. The post holder will also be expected to undertake any other duties deemed suitable and commensurate to the pay grade as directed by the Headteacher.

**Creating Tomorrow Multi Academy Trust is committed to safeguarding children, promoting the welfare of all pupils and expects all staff and volunteers to share this commitment. Enhanced clearance from the Disclosure and Barring Service will be undertaken for the successful candidate.**