



| Believe Academy Trust                            |                |
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| POST TITLE: Cleaner                              | GRADE: Point 1 |
| RESPONSIBLE TO: Cleaner in Charge / Site Manager |                |
| DATE: November 2022                              |                |

**Job Purpose:**

**To work as part of the cleaning team to ensure the school premises are cleaned to a high standard throughout.**

**Main Duties and Responsibilities:**

1. To undertake the cleaning of the school premises, as directed by the Cleaner in Charge, using necessary chemicals and equipment such as floor polishing and scrubber/dryer machines.
2. Emptying of waste bins and movement of waste to designated collection points in a specific work area and ensuring this is completed by the site team across the site.
3. Cleaning of carpeted areas with equipment provided and emptying of the equipment.
4. Using powered scrubbing and polishing machines to burnish, scrub, polish and spray clean floors, (after appropriate training).
5. To dust, damp wipe, wash or polish furniture, window ledges, sills, external surfaces of cupboards, radiators, shelves and fittings.
6. To replenish consumable items (soap, toilet rolls, paper towels, cleaning materials) for own use and other cleaning staff when requested.
7. To clean toilets, urinals, hand basins, sinks, baths, showers, and other sanitary wear.
8. To use cleaning chemicals as necessary in the pursuit of duties, as defined by the delegated Site Manager, and to read any safety materials as required, provided by the delegated Site Manager.
9. To undertake wall washing and window cleaning to a height no greater than body height plus arm length from floor level, during cleaning and maintenance periods.
10. To comply with statutory legislation and safe working practices.
11. To report any faults or hazards as soon as possible to the Cleaner in Charge.
12. To ensure levels of cleanliness and hygiene are maintained throughout the school.
13. To have a flexible approach to work and provide support to other team members where required.

14.Undertaking any other duties which may be reasonably regarded as within the nature of the duties and responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

**Other Information:**

The post holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.

The post holder will be working in regulated activity and will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The duties may vary during term time and school closure periods.

### PERSON SPECIFICATION

| <b>Skills / Experience</b>   | <b>E= Essential<br/>D=Desirable</b> | <b>Tested by</b>        |
|--|-------------------------------------|-------------------------|
| Experience of general cleaning activities  | D                                   | Application / interview |
| Ability to work well as part of a team   | E                                   | Application / interview |
| Be able to work independently with minimal supervision                           | E                                   | Application / interview |
| Take pride in their own work, ensuring high standards are maintained             | E                                   | Application / interview |
| Willing to work in line with safe working practices                              | E                                   | Application / interview |
| Ability to work effectively and flexibly as a member of the school cleaning team | E                                   | Application / interview |
| Willing to undertake any training that is relevant to the duties of the post     | E                                   | Interview               |
| Knowledge of health and safety issues  | D                                   | Application / interview |
| Ability to maintain confidentiality at all times                                 | E                                   | Application / interview |