



The Carlton  
Academy

### **Job Description**

Job Title:	Cleaner
Location:	The Carlton Academy
Responsible to:	Cleaning Supervisor
Post Objective:	As a member of a team of cleaners to undertake cleaning of the academy building and facilities in order to maintain a high standard of cleanliness and hygiene.

#### **Main Duties and Responsibilities:**

- To maintain all areas of the academy buildings in a clean, tidy and hygienic condition. This will involve cleaning, washing, sweeping, mopping, dusting, washing up, polishing and vacuum cleaning of designated areas to the required standard.
- Use powered equipment (scrubbing/buffing machines, wet pick up machines, vacuum cleaners) ensuring that cleaning machinery and other equipment is operated appropriately and in a safe manner.
- Emptying litterbins etc. and removing waste to designated areas.
- Cleaning of toilets and washrooms to the required standard where allocated and ensuring cloakrooms are stocked with soap, towels etc.
- Spray cleaning, scrubbing floors and re-sealing with polish.
- Cleaning of working surfaces and other furniture as directed.
- Clearing up after flooding and/or and other emergency cleaning.
- Undertake any other duties which might reasonably be expected by the Facilities Manager/Cleaner in Charge.

#### **Working Environment**

- Physical demands will be commensurate with general cleaning duties.
- There will be some exposure to dust, dirt and unpleasant conditions e.g. cleaning toilets.
- There will be regular low noise from machinery.
- There is some exposure to risk when the post holder is required to operate machinery (e.g. use of and some exposure to hazardous chemicals such as industrial cleaning materials)
- The post-holder will encounter members of the public, visitors to the academy, contract staff, students etc.

### **Personal Qualities**

- An experienced cleaner with a good standard of knowledge of cleaning programmes and security issues.
- Pride taken in achieving an excellent standard of work.
- Helpful and friendly manner.
- Ability to communicate well with other staff.
- Ability to organise your own work.
- Ability to work on your own initiative and as part of a team.
- High level of punctuality and attendance.
- A working knowledge of Health and Safety at Work Act and COSHH regulations is desirable.
- Ability to work additional hours and outside of normal working hours when necessary.

### **General**

- Liaison with other departments and staff as necessary.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.