

**Job Description: Cleaner**

**Summary of role:**

To provide an efficient cleaning service for the Academy which will include working in all types of rooms, including offices, classrooms, halls, corridors, workshops and toilets.

**Main duties and responsibilities:**

- To be responsible for cleaning certain parts of the school site as allocated (this will vary from time to time in line with the needs of the Academy).
- To use cleaning materials in line with safe COSHH and health and safety procedures as instructed.
- To operate cleaning machinery such as vacuum cleaners and polishers, as trained, to clean soft and hard surfaces.

Main cleaning duties will include:

- Vacuum cleaning hard and soft floors
- Spot cleaning of spillages
- Wiping furniture, ledges, pipes, paintwork, doors and walls
- Emptying and cleaning bins
- Cleaning toilets including sanitary fittings and surrounds
- Mopping and cleaning hard floor surfaces
- Polishing furniture including desks and tables
- Polishing glass
- Carpet shampooing
- Cleaning of ground floor windows internally and externally
- Swift reporting of any hazards or defects to the Cleaning Supervisor

This list is not to be considered as exhaustive and all cleaning needs of the Academy are expected to be managed through the cleaning team.

During periods when the Academy is closed, routine deep cleaning is undertaken throughout the school. This may include stripping of sealed floors, high level dusting, surface washing.

Role is subject to an enhanced level DBS check

September 2017