King Edward VI Handsworth Wood Girls’ Academy

Job Description

NAME: 
DATE: 

POST HELD: Cleaner

SALARY SCALE: Grade 1

1.0 Job Purpose

1.1 To provide a clean and pleasant environment in order to facilitate the effective teaching of pupils and its full use by those staff and pupils who occupy it.
1.2 To help maintain the fabric of the Academy buildings.
1.3 To maintain cleanliness in order to prevent any health risk from occurring in the Academy.

2.0 Duties and Responsibilities

2.1 To clean a specified area of the Academy to the required standard as instructed by the Supervisor.
2.2 Wash floors, surfaces, fixtures and fittings and walls up to a specified height.
2.3 Cleaning inside and outside windows up to a specified height.
2.4 Sweeping and vacuuming floors.
2.5 Polishing and dusting surfaces and furniture.
2.6 Cleaning toilets and shower areas.
2.7 Use cleaning materials as appropriates, and according to their instructions for use.
2.8 To empty bins and remove rubbish from the premises.
2.9 To report any damages to the Academy property or other relevant matters to the Supervisor.
2.10 To use power cleaning equipment as directed.
2.11 To undertake relevant non-routine cleaning as instructed by the Supervisor.
2.12 To use power cleaning equipment as directed.
2.13 To comply with the requirements of the Health and Safety at Work regulations.
2.14 To take reasonable care for the health and safety of themselves and for others.
2.15 To co-operate with the employer in ensuring that health and safety responsibilities are carried out.

3.0 General

3.1 Contribute to the overall ethos/aims of the Academy.
3.2 Recognise own strengths and areas of expertise and use these to advise and support others.
3.3 Individuals have a responsibility for promoting an safeguarding the welfare of children and young people (s)he is responsible for or comes into contact with.
3.4 To ensure all tasks are carried out with due regard to Health and Safety.
3.5 To undertake appropriate appraisal including adhering to the principle of appraisal.
3.6 To adhere to the ethos of the Academy
3.6.1 To promote the agreed vision and aims of the Academy.
3.6.2 To set an example of personal integrity and professionalism.
3.6.3 Attendance at appropriate staff meetings and parents’ evenings.
3.7 Any other duties as commensurate within the grade in order to ensure the smooth running of the Academy.

4.0 Other Information
4.1 The post is 12.30 hours per week, term time only + 2 weeks (first and last week of the summer holidays)

To whom responsible: Cleaning Supervisor

Staff for whom responsible: None

This job description may be amended at any time in discussion between the Headteacher and yourself, but in any case will be reviewed before the commencement of the next Appraisal cycle.

Signed ____________________________ (Cleaner) Date __________________

Signed ____________________________ (Headteacher) Date __________________