

JOB DESCRIPTION



POST TITLE: Cleaner
GRADE: SCP 2
RESPONSIBLE TO: Cleaner in Charge

There is a maximum of 5 days holiday entitlement during term time. All holiday dates must be discussed with the Senior Business Officer and should not be booked until dates are agreed.

Overall Objectives of the post:

To undertake cleaning duties individually or as part of a team the cleaning of a building and ensure it is kept in a clean and hygienic condition.

You will contribute to the overall Academy's achievement of its objectives

- Be aware of and comply with all policies and procedures especially those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Conform to the expectations set out in the Whitburn Staff Dress Code and Code of Conduct
- Demonstrate fairness in all your dealings with members of the school community to ensure equal opportunities for all

Quality Assurance

- Rigorous checking of all work to ensure it meets desired standards
- Take action in response to issues identified via Quality Assurance checks
- All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

General Duties

- The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants of continued employment for any employee who develops a disabling condition.
- All employees have a responsibility of care for their own and others' health and safety and the governing body has a duty of care to all employees
- Pay due regard to the school calendar and use this effectively to prioritise tasks and plan in detail for key events

Document available in large font, alternative language or audio format on request



Whitburn Church of England Academy is a company limited by guarantee, registered in England and Wales (Company Number 07465520)
Registered Office: Whitburn Church of England Academy, Whitburn, Sunderland, SR6 7EF

Specific Duties:

- Cleaning duties as directed by the Cleaner in Charge.
- Complete work to ensure standards are maintained.
- Completion of cleaning in areas of responsibility
- Empty waste bins and take all rubbish to the designated disposal point.
- Clean all furniture and fittings including ledges, pipework and radiators.
- Clean all sanitary fittings including WC's, urinals, wash hand basins, sinks, showers, mirrors
- Vacuum all carpet areas including dust control mats.
- Dust control mop/sweep all hard floor areas suitable for this task, remove dust, litter and debris.
- Damp mop all hard floors suitable for this task removing marks where possible.
- Spray buff all hard floors suitable for this task.
- Machine scrub/dry hard floor areas as designated.
- Periodic tasks include wall washing, blinds, light shades, diffusers and re applying polish to hard floors.
- Clean internal windows and internal glazed areas.

You will maintain Health and Safety procedures at all times. You will

- Maintain security of the Academy building i.e. check windows and doors are closed/locked and where necessary.
- Report any faults to electrical cleaning equipment, do not use until fault is repaired.
- Ensure correct policy and procedures are maintained including Health and Safety, COSHH, Manual handling and all policies and procedures relating to Health and Safety
- Only use authorised cleaning materials, ensure the correct dilution rate as directed and used only for the purpose indicated.
- Ensure all PPE issued is worn at all times, including rubber gloves.
- Display wet floor signs when cleaning floors.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Whitburn Church of England Academy is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.