



## Job Description

<b>Job Title:</b>	Cleaner
<b>Location:</b>	Venerable Bede Academy
<b>Grade:</b>	NJC Scale 1
<b>Salary Range:</b>	£9.50 – Pay Award Pending
<b>Reports to:</b>	Site Manager
<b>Contracted Hours:</b>	Part time, 15 hours per week. All year round. Permanent
<b>Working Times:</b>	Monday to Friday 3.00p.m.-6.00p.m. during term time.  (Hours are flexible in school holidays between 8.00a.m. and 4.00p.m.)

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### **JOB PURPOSE:**

Reporting to the Site Manager, this role provides an essential service within the academy.

To ensure efficient, proactive and professional cleaning of designated areas of Venerable Bede CE Academy.

To carry out general and deep cleaning of classrooms, corridors, offices, dining hall, school hall, toilets, sports hall and changing rooms, as directed.

### **DUTIES AND RESPONSIBILITIES:**

The duties of the post are numerous and whilst the following list is not meant to be totally comprehensive, it can be used as a guide to the nature and role of the post within the Academy.

### **GENERAL CLEANING DUTIES:**

- Cleaning of classrooms, offices, stairwells, corridors, toilets, dining hall, school hall, sports hall or changing rooms within the designated area, to a high standard consistently – to take pride in creating a clean and pleasant environment.
- To work as part of the school's cleaning team, and to have due regard to maintaining the school building in a fit and proper state.

- To carry out all duties using suitable equipment, including the operation of mechanical cleaning equipment required to clean effectively.
- Flushing routines and logs completed for designated area.
- The collection, removal and safe storage of all refuse to the bin storage area.
- The safe use of cleaning chemicals and their storage in line with COSHH guidelines. Ensuring that strict control is observed in materials used and dilution ratios for safe use and to prevent waste.
- Cleaning of windows, door glass, skirting boards, desks and other surfaces in line with the task list provided by the Site Manager.
- Ensure that area of work complies with legislation relating to Health & Safety and follow specific responsibilities in line with the Health & Safety policy.

#### **OTHER DUTIES:**

- To take part in essential training on INSET days or during holiday periods, as directed.
- Be aware of safeguarding and security requirements and to challenge anyone who is not wearing the correct security badge who is not escorted by a member of staff, in line with academy guidelines.
- To report any damage/vandalism noted or repairs that are required on a daily basis.
- To report any faults in relation to equipment to the Building Supervisors on a daily basis.
- To ensure that before leaving a room/area, that all lights or heaters are turned off, windows are closed and the door is securely locked.
- To have high regard to personal presentation, attendance and punctuality.

#### **PASTORAL CARE:**

- To act appropriately in a fire evacuation, in line with responsibility for designated area.

#### **SUPPORT FOR THE ACADEMY AND THE TRUST**

- Contribute to the overall ethos/work /aims of the Academy.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

- Attend all relevant team/Academy/Trust meetings.
- Participate in training and other learning activities and performance development as required.
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Duty supervision as required.
- Undertake First Aid qualification and carry out first aid duty as required to support the Academy.
- Participate in statutory and other training as required; comply with all Dayspring Trust policies.
- To work at any location within the Trust, as required.

#### **CONDITIONS OF SERVICE**

- A staff uniform (tabard) will be provided.
- Stout footwear should be worn at all times and under no circumstances should open toed footwear be worn.
- If requested to do so the postholder may be required to carry a portable 2-way radio so that contact can be made.

**The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time**

**This job description is subject to regular review which can be initiated by either the post holder or the Executive Operations Manager.**

**Holidays are to be agreed in consultation with the Site Manager and are subject to approval of the Executive Operations Manager.**

**Date Created: October 2022**

**To be reviewed: October 2023**