

Job Title : Cleaner, Devonshire Junior Academy

Job Summary

Working under the direction of the Caretaker, to undertake, as part of a team, the cleaning of designated areas to ensure they are maintained in a clean and hygienic condition.

Grade A SCP 2-3

Contacts Staff, pupils, parents

Responsible to Caretaker

Working hours 12.5 hours/week (52 weeks) 3.20pm – 5.50pm Monday – Friday. Working times of hours adjusted during school holidays.

Special conditions

Annual holidays should be taken during the school holidays

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Your current duties and responsibilities are:-

1. Routine cleaning of premises and furnishings in all room types during term time, to include vacuuming, damp dusting, mopping, machine cleaning floors, polishing and emptying of litter bins.
2. Periodic cleaning of premises and furnishing during periods of school closure, to include scrubbing/stripping of floors, wall washing, carpet shampooing and cleaning of internal glass.
3. Use of all types of electric cleaning equipment, e.g. scrubber/polishers, carpet extraction machines subject to appropriate training.
4. Cleaning of toilets and sanitary areas to include where necessary the removal of body emissions to maintain the required standard of hygiene.
5. To work at all times under the direction of the Caretaker.
6. To inspect and report any defects to the Head Teacher or Caretaker
7. To replenish all consumables as and when required e.g. soap, toilet paper etc.
8. Use of access equipment to clean areas not accessible from floor level subject to a safe system of work.
9. It is the responsibility to carry out their duties in line with Trust Policies on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with this policy, the Equality Standard and obligations under the Race Relations (amendment) Act 2000.
10. Such other duties as may be appropriate to achieve the objectives of the post to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
11. The post holder must at all times carry out his/her responsibilities with due regard to the Trust's policy, organisation and arrangements for Health and Safety at Work.