

**Job description: Cleaner**

**Responsible to:** Cleaning Supervisor and the Estates and Facilities Manager

**Salary:** RSD Point 28

**Purpose of the Job**: To ensure all areas of the Academy are cleaned to a high standard in accordance with current legislation.

**Key Responsibilities**:

1. Support existing staff in their various areas.
2. Collect, wash (where applicable) and sort laundry from all departments within the Academy. Confirm numbers sent to and from the hire company. Ensure all departments have sufficient clean laundry to meet their demands.
3. Work unsupervised if necessary when covering absences.
4. To be responsible for cleaning certain parts of the entire Academy site as allocated by the Estates and Facilities Manager and or/ Cleaning supervisor and following Health & Safety guidelines.
5. To safely use chemicals and cleaning materials as instructed by the Cleaning Supervisor following Health and Safety guidelines and the use of Personal Protective Equipment (PPE).
6. Operate cleaning machinery in cleaning soft and hard surfaces, eg. vacuum cleaners and polishers following Health & Safety guidelines.
7. Maintain all Academy standards of hygiene and safety with regard to Cleaning equipment and Cleaning Cupboards that the job holder is responsible for.
8. Report any hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal Academy operations, immediately to the Estates and Facilities Manager or the Estates and Facilities Team.

**Key duties: (to include the following)**

1. Vacuum cleaning hard and soft floors.
2. Spot cleaning of spillages and other reactive cleaning issues that may arise in line with the day to day operation of the Academy.
3. Wiping furniture, skirting’s, ledges, pipes, paintwork, doors and polishing door glass.
4. Emptying and cleaning bins (including taking to the external bin area).
5. Cleaning windows at a low level.
6. Cleaning toilets, changing rooms and bathrooms including sanitary fittings.
7. Mopping and spray cleaning hard floor surfaces.
8. Wiping and polishing and straightening furniture.
9. Replenishing janitorial supplies in toilets, student flats etc.
10. Checking and closing windows, securing areas and switching off lights after work.
11. Litter picking.
12. Such other duties as may be allocated time to time.

Notes: During periods when the Academy is closed, routine cleaning is undertaken throughout the whole Academy site. This may include stripping and sealing floors, higher level dusting, wall washing, etc.

**OTHER DUTIES:**

1. Participate in annual performance appraisals and undertake relevant staff development.
2. To be responsible for the health and safety of self and others (in accordance with the Academy’s Health & Safety Policy).
3. Carry out any other appropriate duties requested by the Estates and Facilities Manager
4. To be responsible for promoting and safeguarding the welfare of children and young adults responsible for (or come into contact with) in accordance with the Academy’s Child Protection Policy & Procedures
5. Undertake deep cleaning days during the holidays as per the terms of your contract. You will be given advance notification of days you are required to attend.
6. Attend mandatory training days

**The above list is indicative and not exhaustive. Cleaners are expected to carry out all such additional duties as are reasonably commensurate with the role.**

I accept this job description as a definition of the key responsibilities and duties of the post of Cleaner.

I appreciate that the above list is not indicative and exhaustive and that additional duties as reasonably commensurate with the role may be required of me.

Signed............................................... Date.........................................

Print name.........................................



**Person Specification: Cleaner**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Skills & Abilities** |  |  |
| Ability to work in a safe manner | **🗸** |  |
| Ability to communicate and follow instruction | **🗸** |  |
| Ability to manage workload and prioritise work | **🗸** |  |
| **Knowledge & Qualifications** |  |  |
| Numerically competent |  | **🗸** |
| **Experience** |  |  |
| Previous experience within a Cleaning role | **🗸** |  |
| Knowledge of COSHH and general Health and Safety including manual handling and working at height | **🗸** |  |
| **Personal Qualities** |  |  |
| Effective team member | **🗸** |  |
| Willingness to study towards a BSL qualification | **🗸** |  |
| Enthusiastic and driven | **🗸** |  |
| Ability to multi-task | **🗸** |  |
| Be flexible to changing demands of the post. | **🗸** |  |
| Initiative and the ability to work without supervision | **🗸** |  |
| Must have high standards of cleanliness | **🗸** |  |
| Positive outlook and good sense of humour |  | **🗸** |
| The ability to form and maintain appropriate relationships and personal boundaries with children and young people | **🗸** |  |